

Panasonic

# Operating Instructions
## (For Copier)
## Digital Color Imaging Systems

Model No. DP-C354 / C264
Model No. DP-C323 / C263 / C213



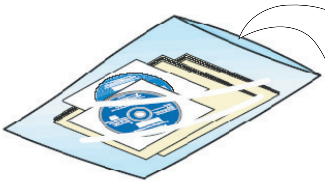

WORKIO™

Before operating this machine, please carefully read this manual,
and keep this documentation in a safe place for future reference.
(Illustration shows optional accessories that may not be installed on your machine.)

English

# Operating Instructions

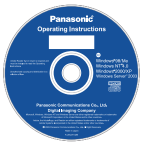
The following Operating Instruction manuals are included with this machine. Please refer to the appropriate manual and keep all manuals for future reference. If you lose the manual, contact the authorized Panasonic dealer.



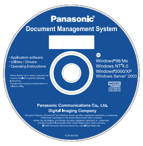
Accessories

**Operating Instructions (For Setting Up)**
This manual contains essential information for setting up the machine.

**Operating Instructions (For Basic Operations)**
This manual contains essential information for proper operation of the machine.
It describes basic Copy, Print, Facsimile/Internet Fax, Scan/Email, and other functions.
For a more detailed explanation of each function, please refer to the Operating Instruction manuals included on two CD-ROM as illustrated below.




**Operating Instructions CD**
Contains manuals with detailed information for Copy, Facsimile/Internet Fax, Scan/Email Functions, Function Parameters and User Authentication.




**Document Management System CD**
Contains the PDMS Application Software, and manuals with detailed information for the Print function, and PDMS Application software.

## Operating Instructions CD

### Copy Function
Describes how to make a Color Copy with creative features.

### Facsimile and Internet Fax Function
(These functions are available when the optional G3 Fax Board/ Internet Fax Module is installed.)
Describes how to send/receive a Facsimile/Internet Fax, or describes the course of action to take when a trouble message appears, etc.

### Scan and Email Function
(Standard on DP-C354/C264, for DP-C323/C263/C213 when the optional Network Scanner/Email Module, Hard Disk Drive, Main Memory, and Image Memory are installed.)
Describes how to scan, and send an Email.

### Function Parameters
Describes how to change the default settings of each function using the Control Panel of the machine.

### User Authentication
Describes how to enable and use the user authentication function.

## Document Management System CD

### Print Function
Describes how to print with color, change default printer settings, or describes the course of action to take when a problem message appears, etc.

### Application Software
Describes how to use the application software.
**Ex**: Web Device Monitor, Panafax Desktop, Document Manager/ Viewer, Client Device Monitor, Network Config/Add Editor, Network Setup Tool, Embedded Web Launcher

# Conventions

## Icons

The following icons are used in this manual.

| Icon | Description |
|---|---|
| ATTENTION | Indicates important information that must be read in detail. |
| NOTE | Indicates reference Information. |

## Notation

The following notations are used in this manual.

| Notation | Description |
|---|---|
| For Keys and Buttons | Hard buttons on the Control Panel are depicted as ******** key, soft buttons on the Touch Panel are depicted as “**xxx**”.<br>**Ex**:<br>Press the **Start** key and select “**More Menus**”. |

# Table of Contents

## Chapter 1 Basic Menu Features



## Chapter 2 More Menus Features

## Chapter 3 Other Features

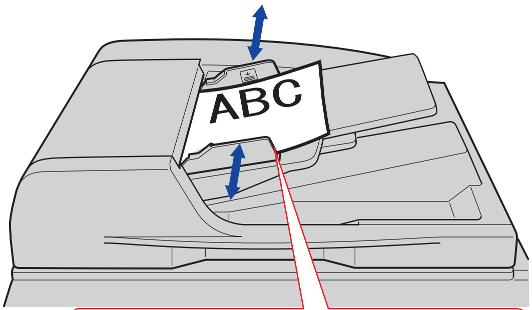


## Chapter 4 Appendix

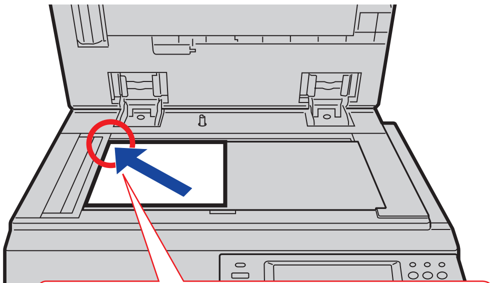
# Basic Operation Procedure

The machine automatically detects the original(s), and decides on which Copy Size, Black & White or Color Copy Mode to use. If the detection fails, manually set the settings.

**1** Place original(s).




Face Up. Up to 85 sheets (20 lb).



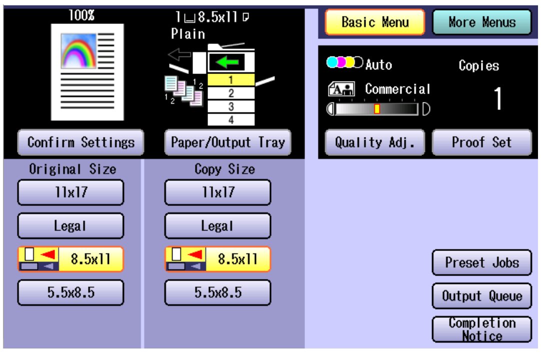
Face Down. Align with top left corner. Close ADF.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.




**3** Select the required settings if necessary.



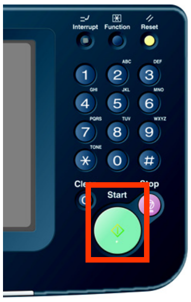

- The Original Size is detected, and a corresponding Copy Size is automatically selected.
- If the orientation of the original and of the copy paper are not the same, the original is copied, and the image is automatically rotated.
- When copying 8.5" x 11" size originals, selecting 8.5" x 11" for the Copy Size accelerates the continuous copying speed. If the orientation is not the same between the two settings, the copied image is automatically rotated by 90 degrees.
- For more details of Basic Menu screen, refer to Chapter 1, **Basic Menu Features** (see pages 8 to 39).
- When setting other features, refer to Chapter 2, **More Menus Features** (see page 40 to 87).
  **Ex:** 2-Sided Copy, Sort/Finish, Zoom/ Effects, etc.

**4** Enter the desired number of copies. (Up to 999)




- When inputting a number 4 to 8 digits in length, with the optional Fax Communication Board installed; the machine interprets this as a telephone number, and switches to Fax Mode and displays the Number Pad screen.

**5** Press the **Start** key.

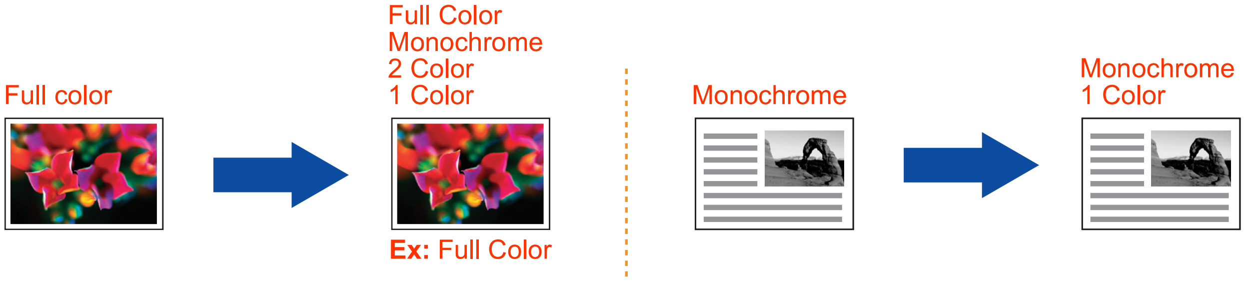



- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.



# Selecting the Color Mode

You can either copy in the machine selected color mode, or you can manually change it.




NOTE

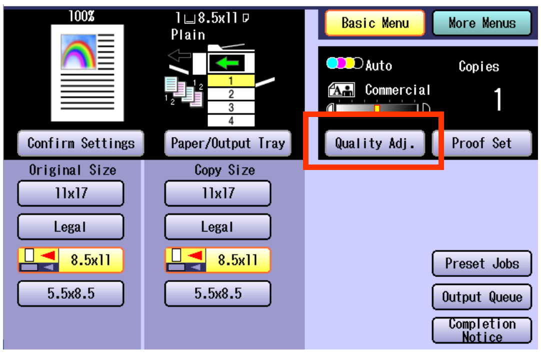
- The default color mode settings can be changed. Refer to **Copier Settings (For Key Operator)** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Manually selected color mode settings will return to the default settings under the following conditions.
  - If the **Reset** key is pressed.
  - If Auto Reset Time interval has lapsed (default = 1 min).
  - If the power is turned **OFF**.

**1** Place original(s).

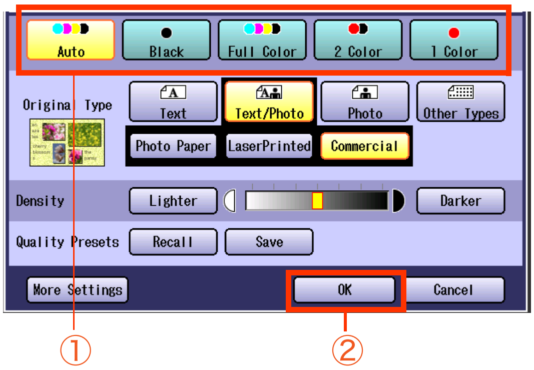
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select "**Quality Adj.**".




**4** Select the desired Color Mode, and then select "**OK**".




- **Auto:**
  The color original is copied in Full Color, and the monochrome original is copied in Black & White by automatically detecting the original's color.
- **Black** (Monochrome) (see page 9)
- **Full Color** (see page 9)
- **2 Color** (see page 10)
- **1 Color** (see page 12)

**5** Enter the desired number of copies.

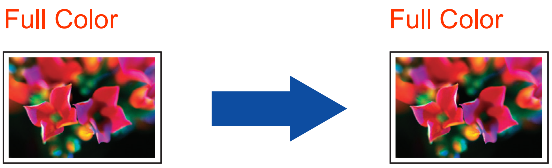
**6** Press the **Start** key.

NOTE

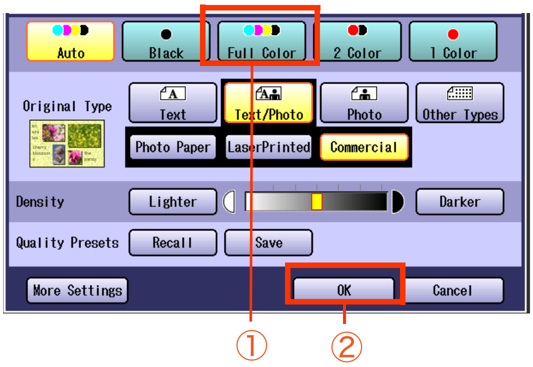
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Full Color Mode

Color original can be copied in Full Color.



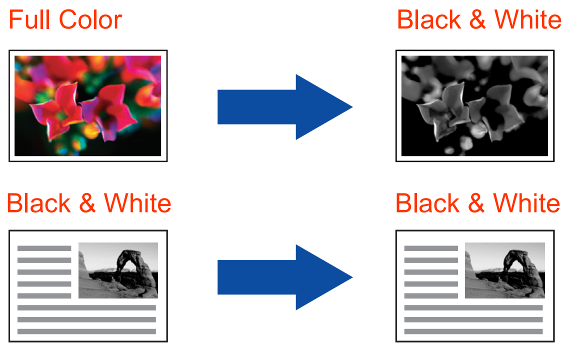

**1** Select “**Full Color**”, and then select “**OK**”.



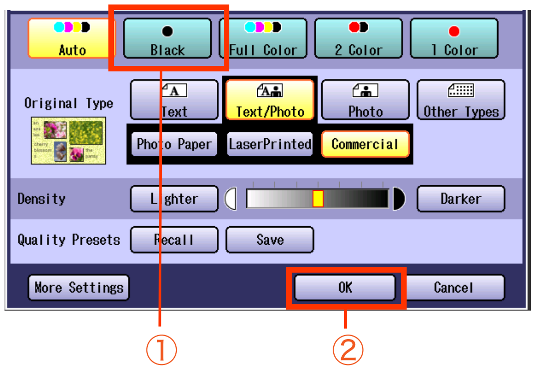

- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

## Black Mode

Color and Monochrome originals can be copied in Black & White.




**1** Select “**Black**”, and then select “**OK**”.



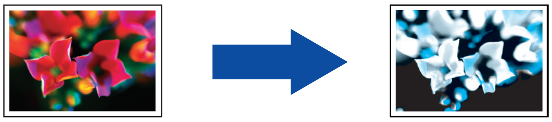

- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).
- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

# 2 Color Mode

Color original can be copied in 2 Colors, which can be achieved by using Black & another specified color.

The specified color can be selected from the basic colors (Red, Green, Blue, Yellow, Magenta, Cyan), and registered colors.

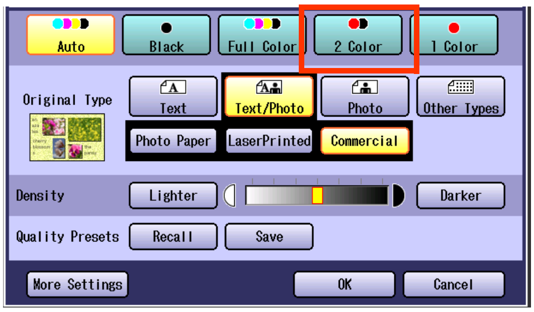
**Ex**: When copying a Full Color original in Cyan and Black.



NOTE

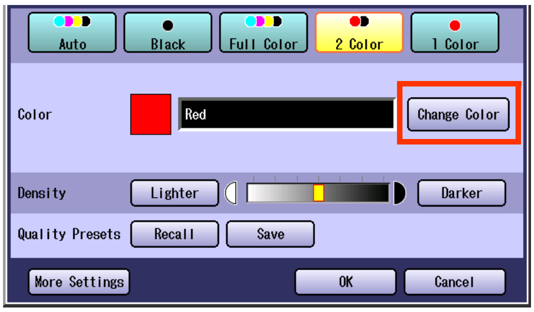
When 2 Color Mode is selected, Original Type setting selection is not available.

**1** Select "**2 Color**".




- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).

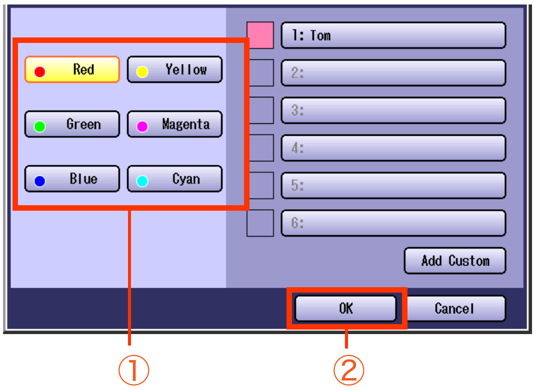
**2** Select "**Change Color**".



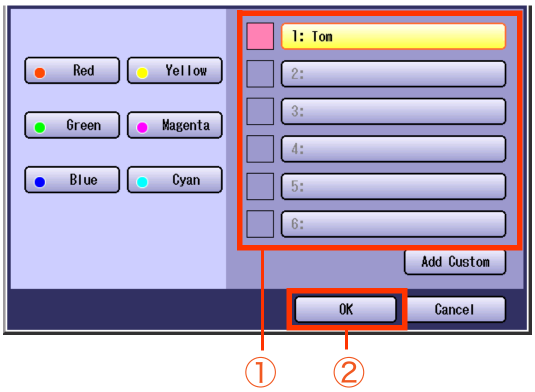

- The color and the specified name are displayed.

**3** Select a color from the basic colors or custom colors, and then select "**OK**".

❑ When selecting a color from the basic colors.



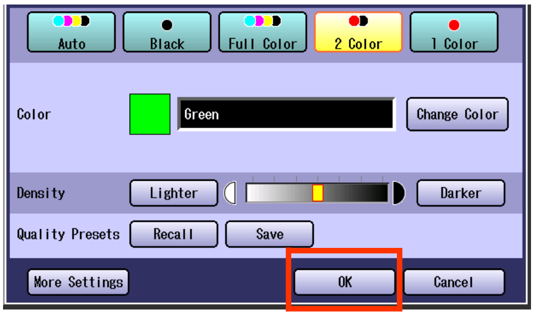

❑ When selecting a color from the custom colors.




- When registering a custom color, refer to **New Color Registration** (see page 14).

## 4 Select “**OK**”.

**Ex**: “**Green**” is selected.



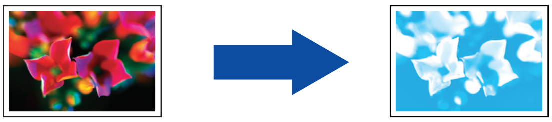

- For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

## 1 Color Mode

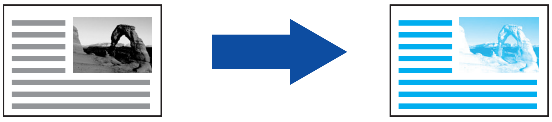
Color and Monochrome originals can be copied in one specified color.

The color can be selected from the basic colors (Red, Green, Blue, Yellow, Magenta, Cyan), or from the registered colors.

**Ex**: Copying a Full Color original in Cyan.



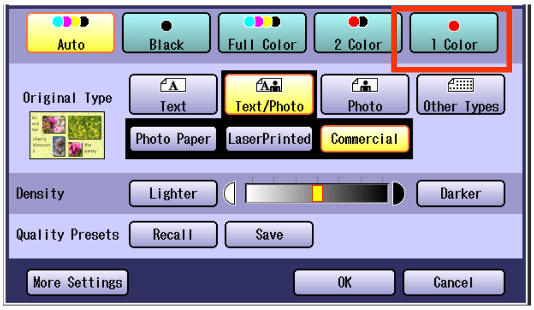
**Ex**: Copying a Monochrome original in Cyan.



NOTE

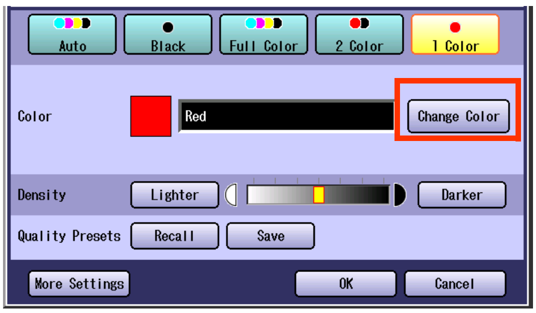
- When 1 Color Mode is selected, Original Type setting selection is not available.

**1** Select "**1 Color**".




- To display this screen, refer to steps 1 to 3 of **Selecting the Color Mode** (see page 8).

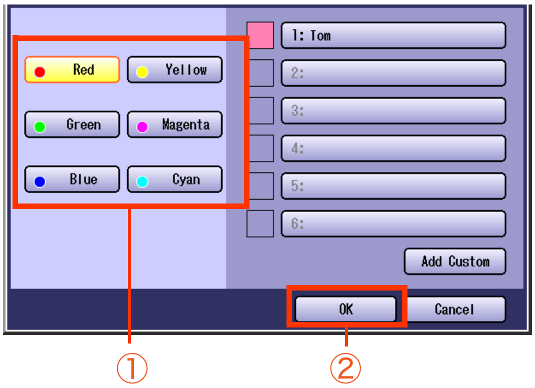
**2** Select "**Change Color**".



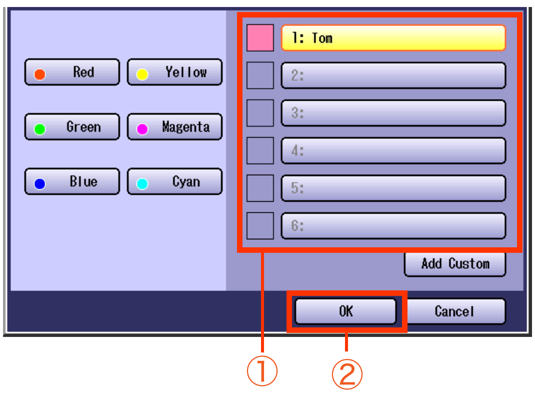

- The color and the specified name are displayed.

**3** Select a color from the basic colors or custom colors, and then select "**OK**".

❑ When selecting a color from the basic colors.



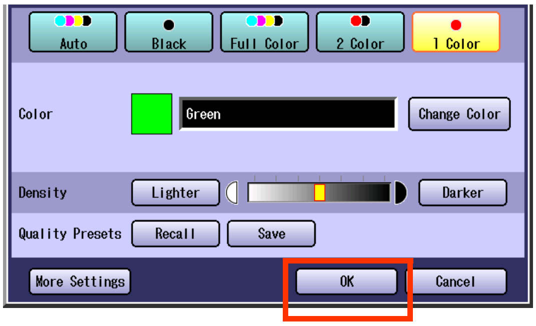

❑ When selecting a color from the custom colors.




- When registering a custom color, refer to **New Color Registration** (see page 14).

**4** Select “**OK**”.

**Ex**: “**Green**” is selected.




● For the following procedure, refer to steps 5 to 6 of **Selecting the Color Mode** (see page 8).

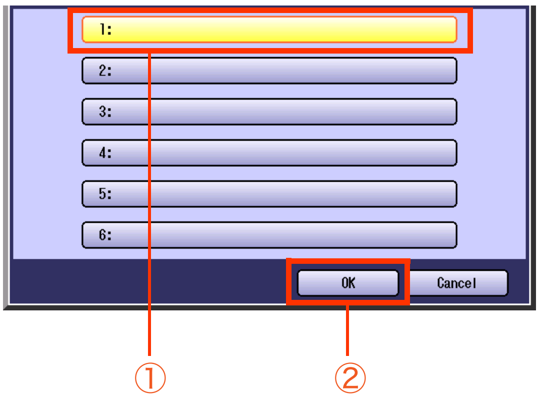
## New Color Registration

**1** Select “**Add Custom**”.



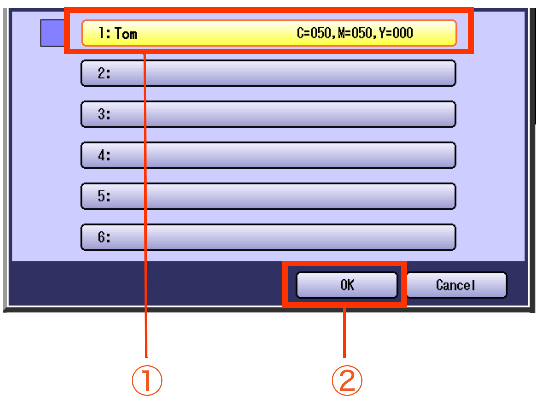

- To display this screen, refer to steps 1 to 2 of **2 Color Mode** (see page 10).

**2** Select any button without a registered color name, and then select “**OK**”.

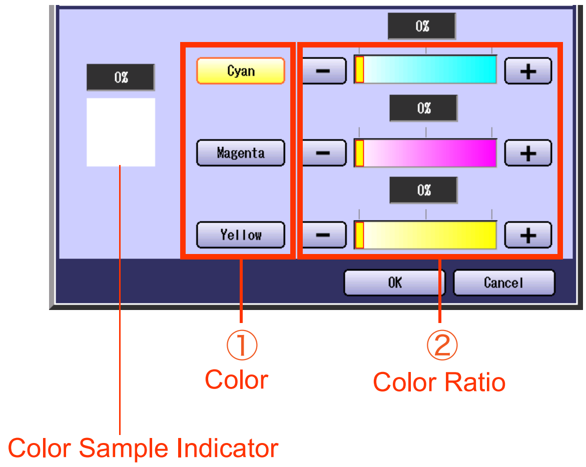



❑ When the registered color is changed.

Select the registered color name button, and then select “**OK**”.

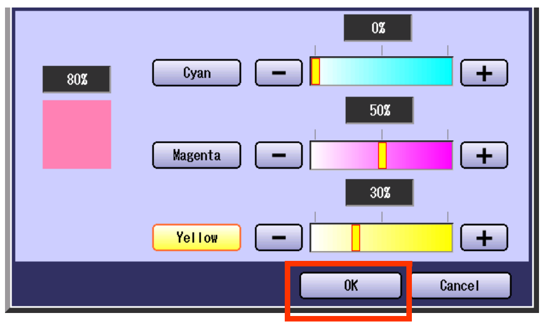



**3** Adjust the color level of Cyan, Magenta, and/or Yellow colors.

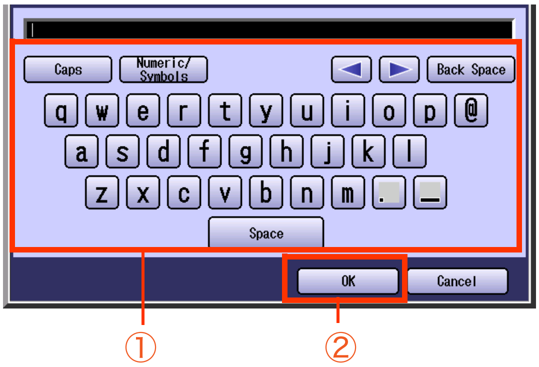



- The created new color can be confirmed with the Color Sample Indicator in real time.
- The total combined color level of “Cyan”, “Magenta”, and “Yellow” should be 240% or less.

**4** Check the adjusted color, and then select “**OK**”.

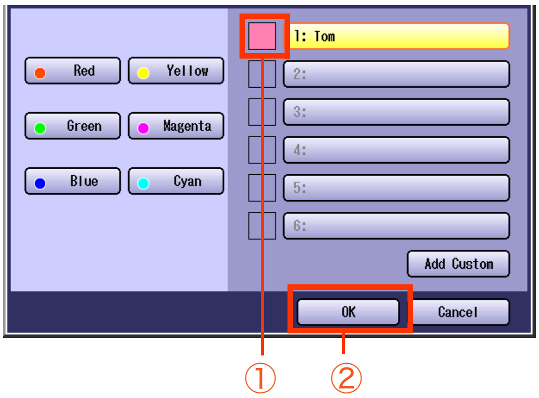


**5** Input the original color name with the keyboard, and then select “**OK**”.




- Up to 20 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

**6** Confirm the registered color, and then select “**OK**”.



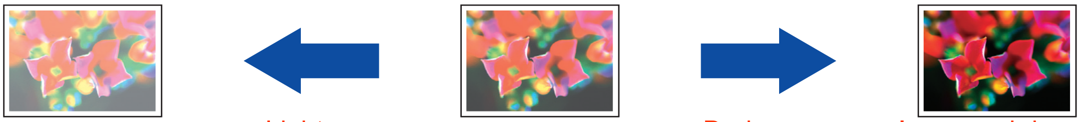
# Selecting Original Type and Adjusting the Density

Select the original type corresponding to your documents.




Text　Text/Photo　Photo　Other Types

Adjust the copy density according to your requirements.



Decreased density　Lighter　Darker　Increased density

NOTE

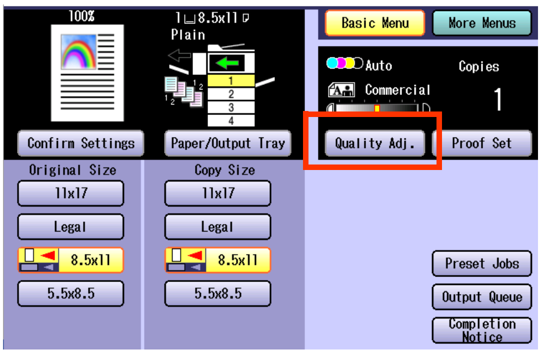
- Original Type setting selection is not available when the 2 Color, or 1 Color mode is chosen.
- To change the “**Original Type**” default setting, refer to **Copier Settings (For Key Operator)** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

**1** Place original(s).

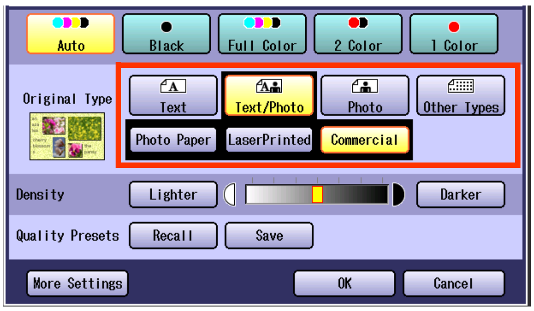
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select “**Quality Adj.**”.

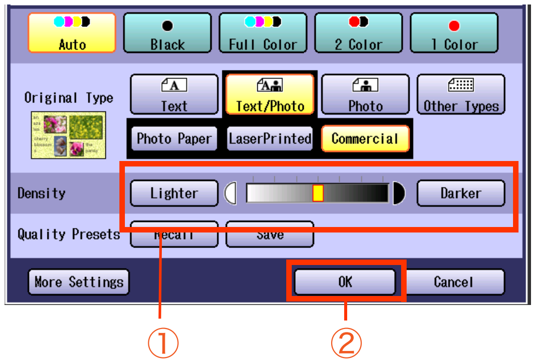



**4** Select the Original Type.



| | |
|---|---|
| **Text** | Select when copying text without any pictures.<br><br>**“Printed”:**<br>Original full of printed characters.<br>**“Pencil”:**<br>Original written with pencil to make it darker. |
| **Text/ Photo** | Select when copying originals containing text, and pictures.<br><br>**“Photo Paper”:**<br>**“LaserPrinted”:**<br>**“Commercial”:**<br>**Ex:** Brochure |
| **Photo** | Select when copying photos.<br><br>**“Photo Paper”:**<br>Photos printed on paper.<br>**“LaserPrinted”:**<br>Photos printed by laser printer.<br>**“Commercial”:**<br>Photos on printed material.<br>**Ex:** Brochure |
| **Other Types** | Select when copying the following types of originals.<br><br>**“Map”:**<br>**“TracingPaper”:**<br>Use when original is thin, select this mode to prevent copying the image on the backside.<br>**“NewsPaper”:**<br>Use when background color is not white (**Ex**: Newspaper). |

**5** Adjust the density using “**Lighter**” or “**Darker**”, and then select “**OK**”.




| | |
|---|---|
| **Lighter** | Each time it is selected, the density level is decreased, brightening the printed color. |
| **Darker** | Each time it is selected, the density level is increased, darkening the printed color. |

**6** Enter the desired number of copies.

**7** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Registering Quality Preset

Save your favorite Quality Adj. setting configuration, by registering up to 5 Quality Presets.

The following quality adjustment settings can be registered:

- Auto, Black, Full Color, 2 Color or 1 Color
- Original Type
- Density

**More Settings**

- Background Removal
- BleedThrough Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Color Balance

NOTE

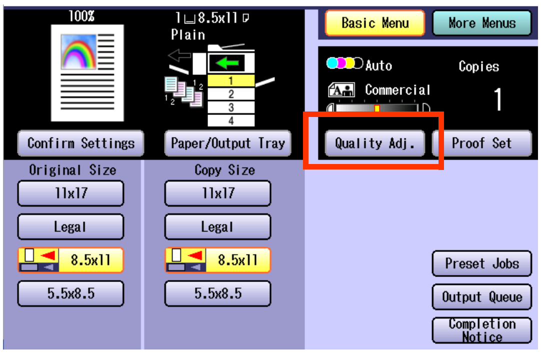
- For details on how to use Quality Preset, refer to **Using Quality Preset** (see page 20).
- The registered image quality setting is kept until it is overwritten by a new setting.

**1** Place original(s).

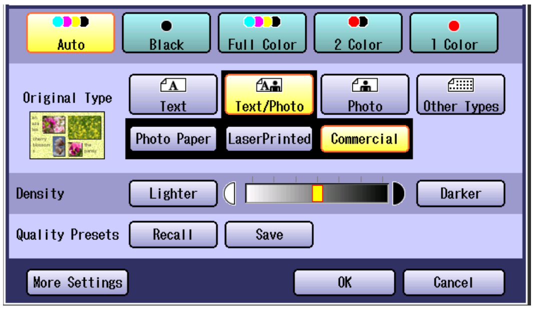
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

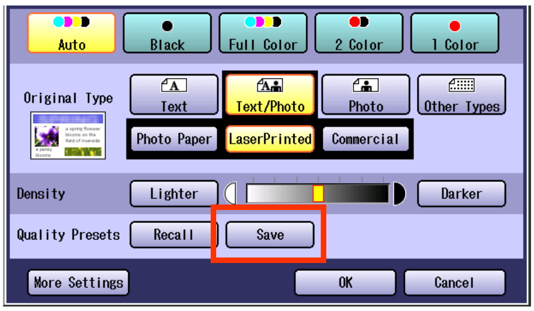
**3** Select "**Quality Adj.**".




**4** Select the desired quality settings.



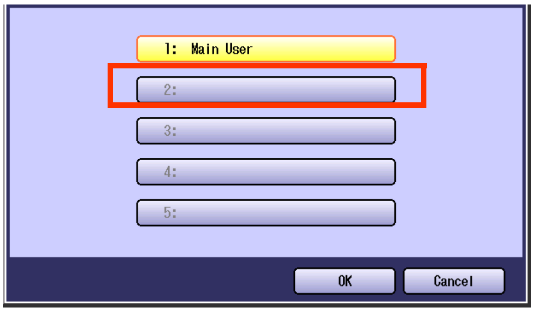

**5** Select "**Save**".



**6** Select a Quality Preset button, and then select "**OK**".

❑ When registering a new Quality Preset.

Select an empty Quality Preset button.




❑ When updating a registered Quality Preset.

Select the registered Quality Preset button.




**7** Enter any Quality Preset name, and then select "**OK**".




- Registration will not be permitted without assigning a name.
- Up to 20 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

**8** Select "**OK**".




**9** Enter the desired number of copies.

**10** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Using Quality Preset

You can recall the registered quality adjustment configuration settings by using the following procedures.

NOTE

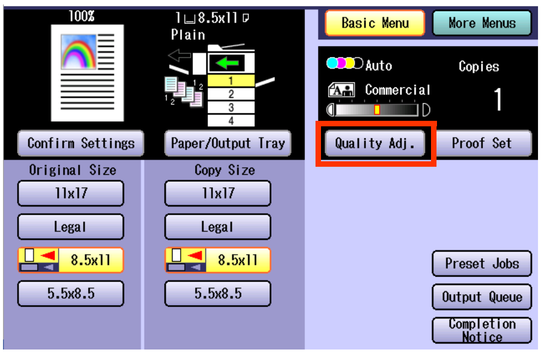
For details on how to register image quality adjustment settings into Quality Preset, refer to the **Registering Quality Preset** (see page 18).

**1** Place original(s).

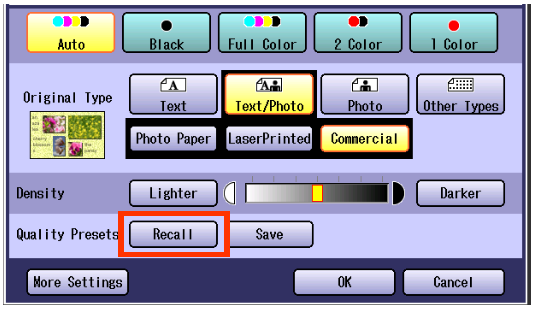
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

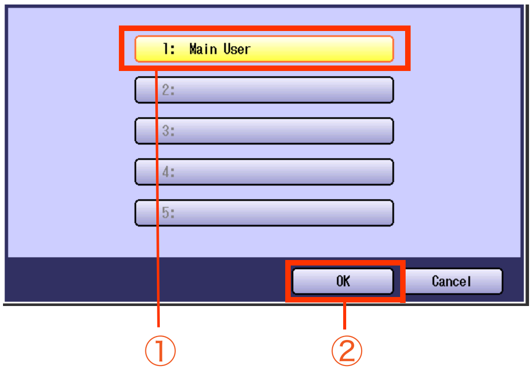
**3** Select “**Quality Adj.**”.




**4** Select “**Recall**”.




**5** Select a Quality Preset button, and then select “**OK**”.




The selected Quality Preset settings are reflected.

**6** Select “**OK**”.




**7** Enter the desired number of copies.

**8** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

**Memo**

# Quality Adjusting

Image quality items can be easily set by selecting from 4 image quality types (Lively, Bright, Warmer, and Cooler).

Additionally, within Custom Setting selection, the following 7 image quality can be set.

- Background Removal
- BleedThrough Prevention
- Tint
- Contrast
- Sharpness
- Saturation
- Color Balance

NOTE

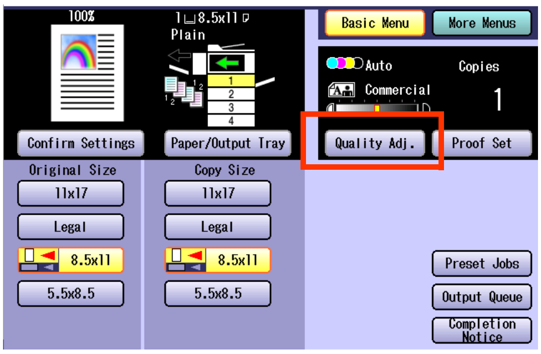
- The default setting of BleedThrough Prevention, Tint, Contrast, Sharpness and Saturation can be changed. Refer to **Copier Settings (For Key Operator)** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Under the following situations, the color mode settings return to the standard settings.
  - If the **Reset** key is pressed.
  - If Auto Reset Time interval has lapsed (default = 1 min).
  - If the power is turned **OFF**.
  - If "**Default**" in "**More Settings**" is selected.

**1** Place original(s).

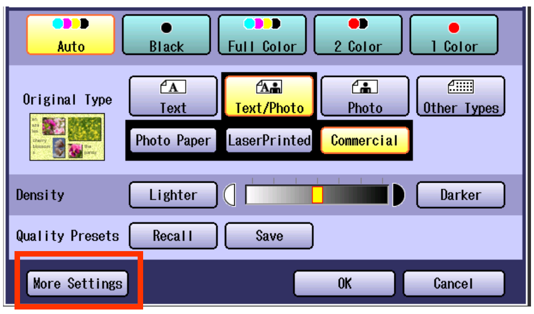
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

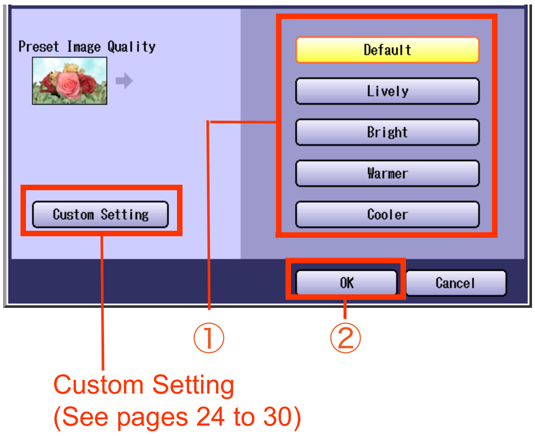
**3** Select "**Quality Adj.**".




**4** Select "**More Settings**".




**5** Select an image quality type, and then select "**OK**".

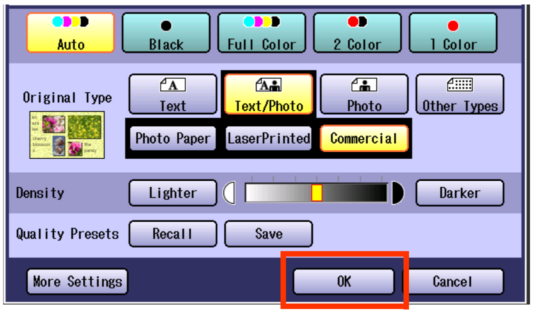



| | |
|---|---|
| **Default** | Copied with the default image quality set by the function parameters. |
| **Lively** | Copied with lively image quality. |
| **Bright** | Copied with bright image quality. |
| **Warmer** | Copied with reddish color accentuated. |
| **Cooler** | Copied with bluish color accentuated. |

- If Tracing Paper is selected in Original Type, the BleedThrough Prevention is set to 3 regardless of the selected image quality type.

- The default values are set upon shipment. Key operations can change these values, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

**6** Select “**OK**”.




**7** Enter the desired number of copies.

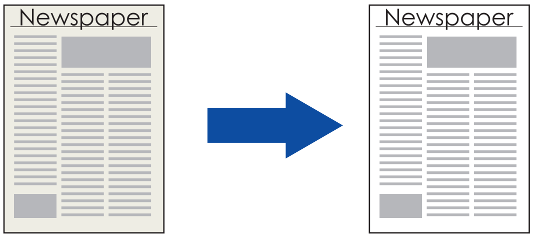
**8** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Background

The original can be copied with the background color removed. This function is useful when copying newspapers or an original, which has background color.




NOTE

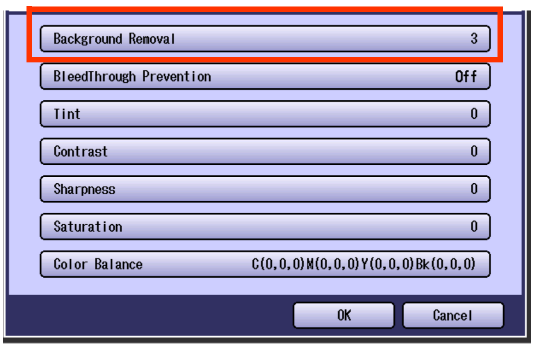
- The settings of the Background Removal changes to "**Off**" if Photo is selected in the Original Type.
- The settings of Background Removal and BleedThrough Prevention become invalid if Photo is selected in the Original Type.

**1** Select "**Custom Setting**".

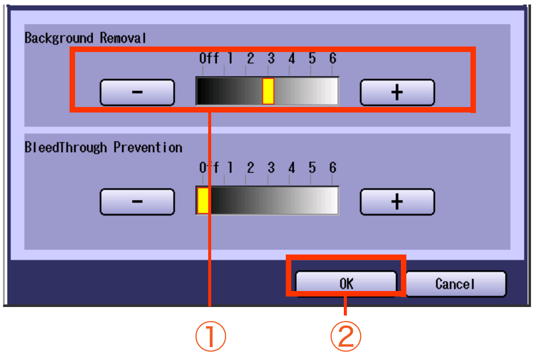



- To display this screen, refer to steps 1 to 4 of **Quality Adjusting (**see page 22).

**2** Select "**Background Removal**".

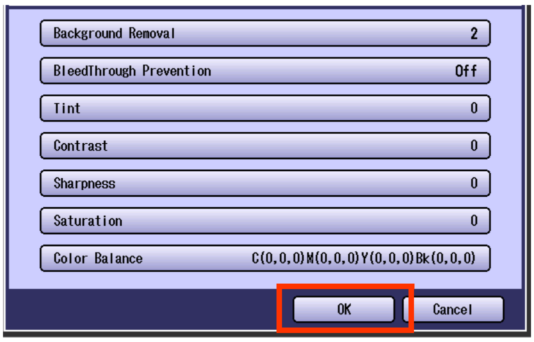



**3** Adjust the level of Background Removal with "**-**" and "**+**", and then select "**OK**".




| | |
|---|---|
| **Background Removal** | There are 6 levels. The higher the value, more Background Color can be removed. |

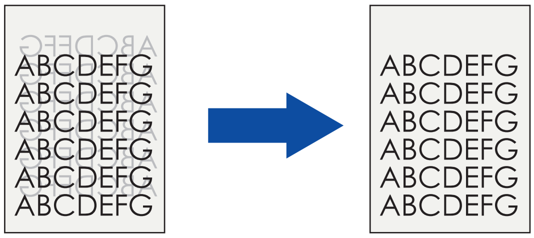
**4** Select "**OK**".




- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting (**see page 23).

## BleedThrough

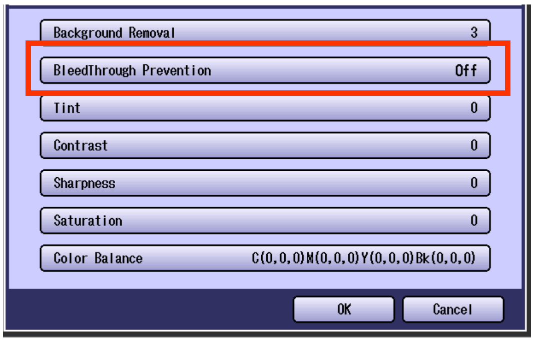
Thin sheets of original can be copied without bleeding through.




NOTE

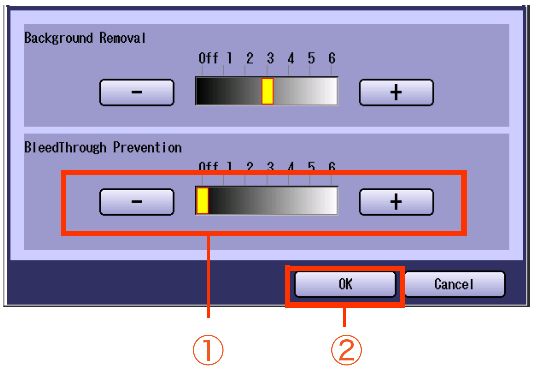
- The settings of BleedThrough Prevention become invalid if Photo is selected in the Original Type.
- When setting the Tint adjustment to More Blue or More Red, the copies may come out with bleed through contamination.

**1** Select "**BleedThrough Prevention**".




- To display this screen, refer to step 1 of **Background** (see page 24).
- If **Tracing Paper** is selected in Original Type, BleedThrough Prevention of each image quality type is set to 3.

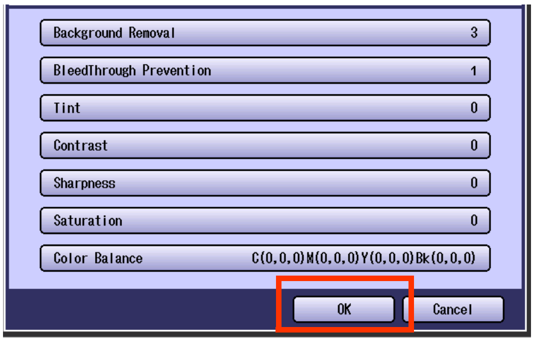
**2** Adjust the level of BleedThrough Prevention with "**-**" and "**+**", and then select "**OK**".




- If you change the Background Removal to the "**Off**" position, the BleedThrough Prevention will not be adjustable.

| | |
|---|---|
| **Bleed-Through Prevention** | There are 6 levels. The higher the level, the higher it increases the prevention effect. |

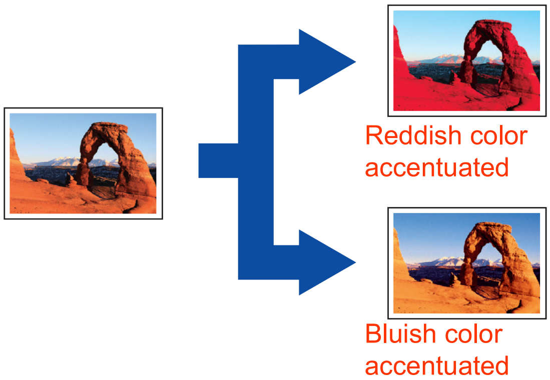
**3** Select "**OK**".



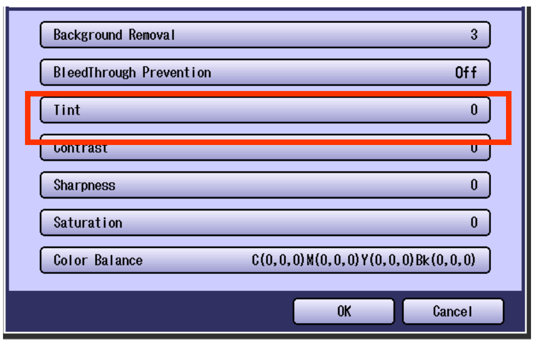

- For the following procedure, refer to steps 6 to 8 of **Quality Adjusting (**see page 23).

## Color Tone

The original can be copied with reddish or bluish color accentuated.

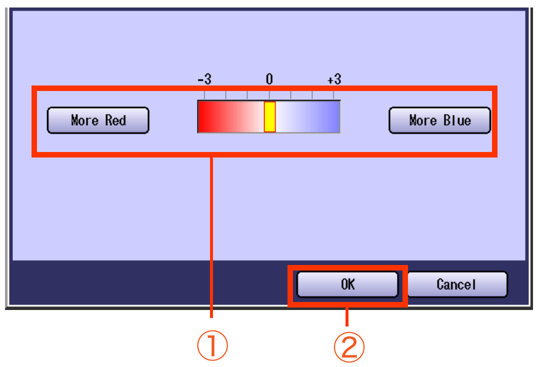



**1** Select “**Tint**”.




● To display this screen, refer to step 1 of **Background** (see page 24).

**2** Adjust the color tone with “**More Red**” or “**More Blue**”, and then select “**OK**”.

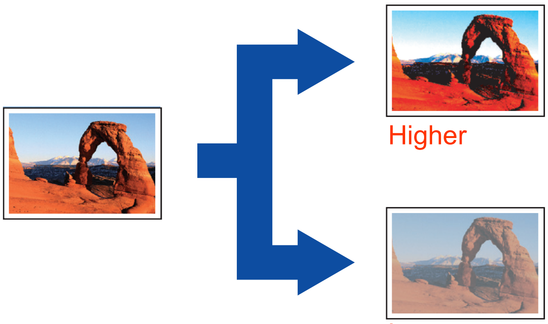



| | |
|---|---|
| **More Red** | Each time it is selected, the level of reddish color increases by 1 grade. (The bluish color level decreases by 1 grade.) |
| **More Blue** | Each time it is selected, the level of bluish color increases by 1 grade. (The reddish color level decreases by 1 grade.) |

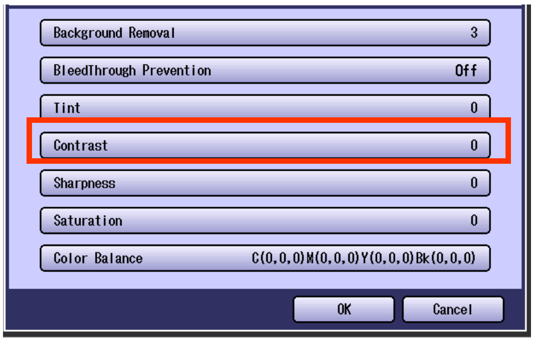
● Screen will return to step 1.
Select “**OK**”, and then proceed to steps 6 to 8 of **Quality Adjusting (**see page 23).

## Contrast

The original can be copied with adjusted brightness, and darkness.

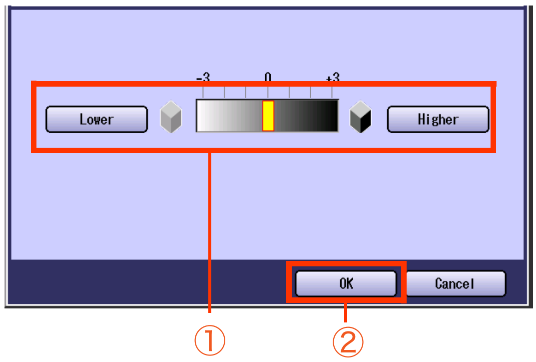



**1** Select “**Contrast**”.




● To display this screen, refer to step 1 of **Background** (see page 24).

**2** Adjust the contrast with “**Lower**” or “**Higher**”, and then select “**OK**”.

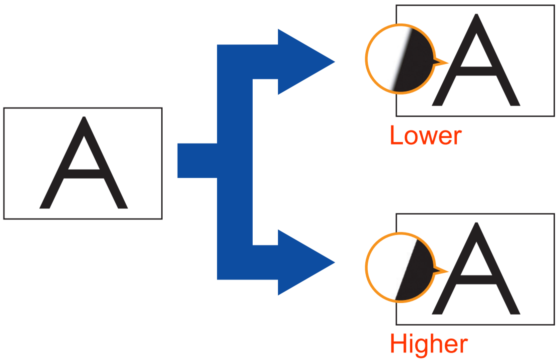



| | |
|---|---|
| **Lower** | Each time it is selected, the contrast level decreases by 1 grade lower, and the distinction between brightness and darkness is reduced. |
| **Higher** | Each time it is selected, the contrast level increases by 1 grade higher, and the distinction between brightness and darkness is increased. |

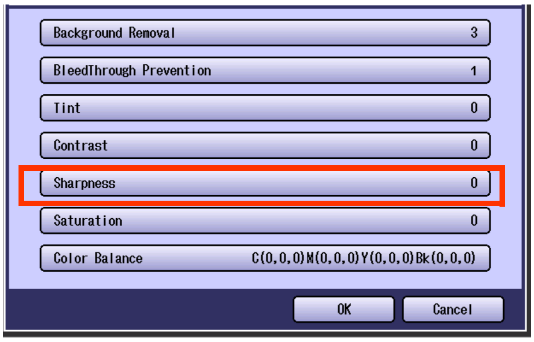
● Screen will return to step 1.
Select “**OK**”, and then proceed to steps 6 to 8 of **Quality Adjusting (**see page 23).

## Image Sharpness

The original can be copied by softening, or sharpening the outline of the image.

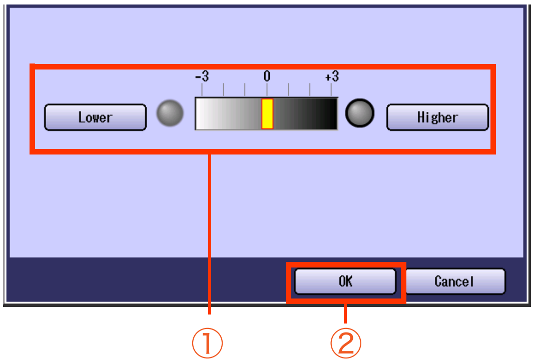



**1** Select “**Sharpness**”.




- To display this screen, refer to step 1 of **Background** (see page 24).

**2** Adjust the sharpness with “**Lower**” or “**Higher**”, and then select “**OK**”.

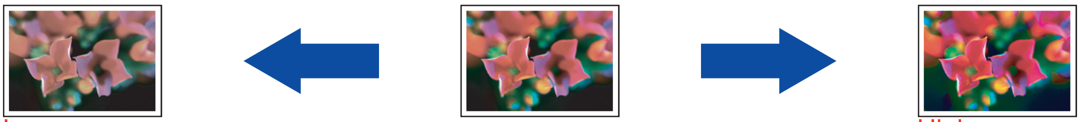



| | |
|---|---|
| **Lower** | Each time it is selected, the sharpness level decreases by 1 grade lower, and the image outline is softened. |
| **Higher** | Each time it is selected, the sharpness level increases by 1 grade higher, and the image outline is sharpened. |

- Screen will return to step 1. Select “**OK**”, and then proceed to steps 6 to 8 of **Quality Adjusting (**see page 23).

## Saturation

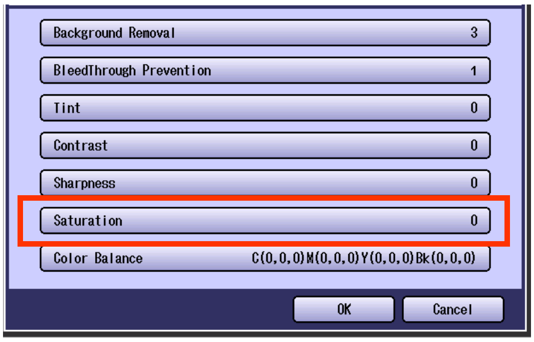
The original can be copied with adjusted saturation.



Lower Higher

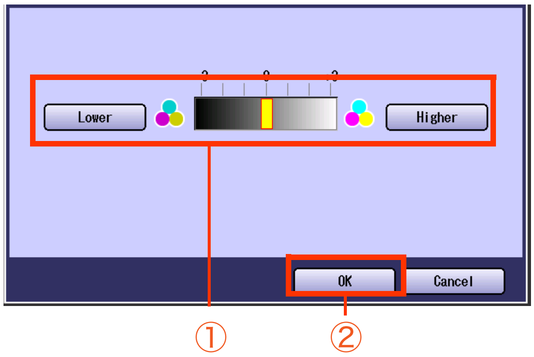
---

**1** Select "**Saturation**".




- To display this screen, refer to step 1 of **Background** (see page 24).

**2** Adjust the saturation with "**Lower**" or "**Higher**", and then select "**OK**".




| | |
|---|---|
| **Lower** | Each time it is selected, the saturation level decreases by 1 grade lower, reducing the color brightness. |
| **Higher** | Each time it is selected, the saturation level increases by 1 grade higher, increasing the color brightness. |

- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting (**see page 23).

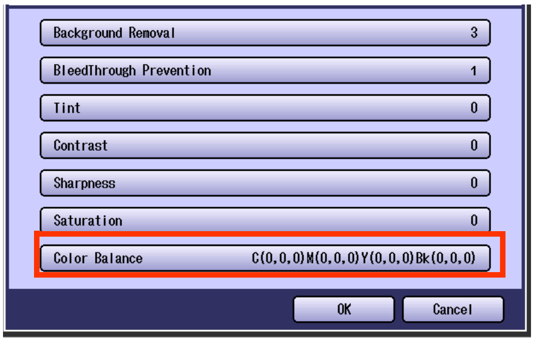
# Color Balance

The original can be copied with adjusted density level (Darker, Medium, and Lighter) of Yellow, Magenta, Cyan, and Black.

NOTE

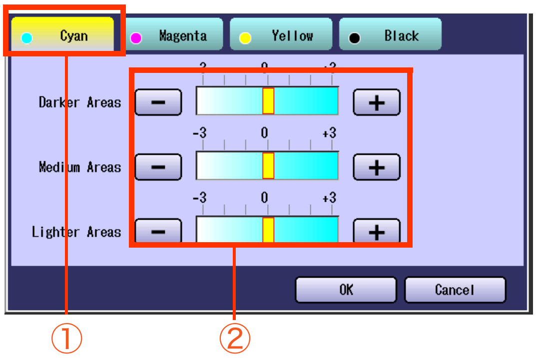
- The density of each color can be fine tuned for each of the three density levels.
  This function is useful for the fine adjustment of color photos. Unlike image editing software, this function cannot greatly change the color tone since the adjustable range at each density level is very narrow.

**1** Select "**Color Balance**".




- To display this screen, refer to step 1 of **Background** (see page 24).

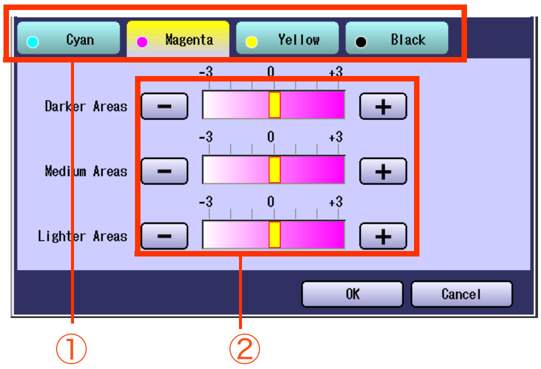
**2** Select "**Cyan**", and then adjust Darker Areas, Medium Areas, and Lighter Areas with "**-**" or "**+**".



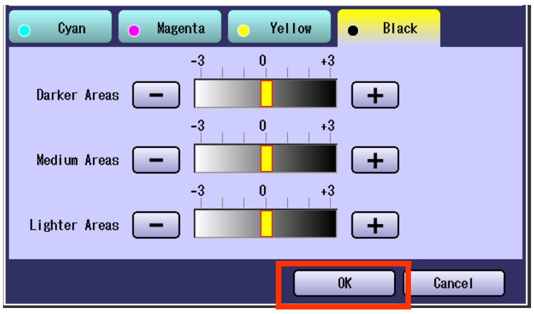

- The density range from the darkest level (100%) to the lightest level (0%) is equally divided into three range areas.

| | |
|---|---|
| **Darker Areas** | Darkest area |
| **Medium Areas** | Area between darkest, and lightest areas |
| **Lighter Areas** | Lightest area |

**3** Select remaining colors, and adjust its Color Balance as shown in step 2.




**4** Select "**OK**".

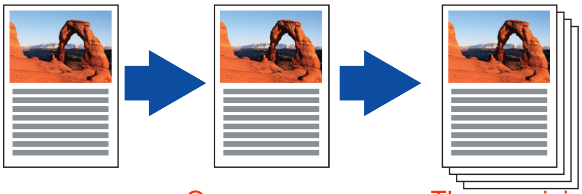



- Screen will return to step 1.
  Select "**OK**", and then proceed to steps 6 to 8 of **Quality Adjusting (**see page 23).

**Memo**

# Proof Copying

When making more than one copy, the first copy can be printed as a proof copy.
After confirming its quality, the remaining copies can be printed.



One copy as a proof copy

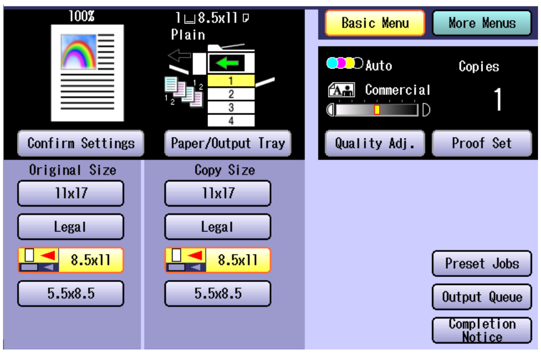
The remaining copies are made after confirmation

**1** Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

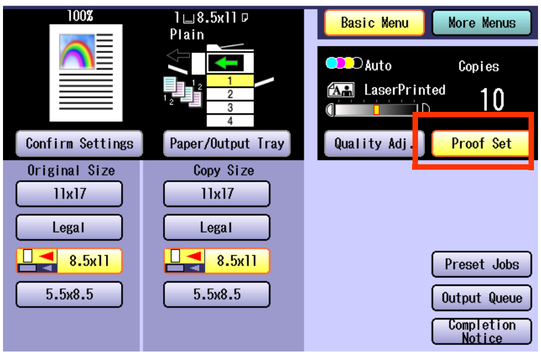
**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select the copy features if necessary.




**4** Enter the desired number of copies.

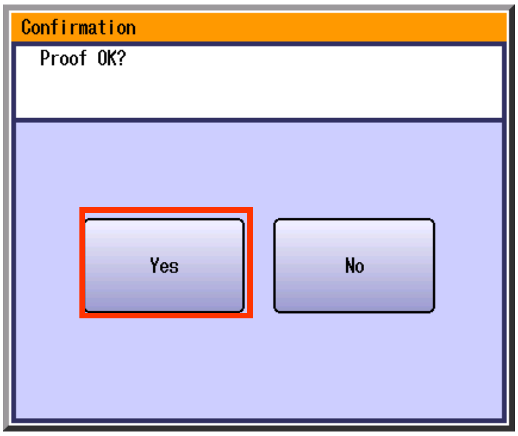
**5** Select "**Proof Set**".




**6** Press the **Start** key.

The first copy is printed, and a confirmation screen appears.

**7** If the copy quality is satisfactory, select "**Yes**".




The remaining copies are printed.

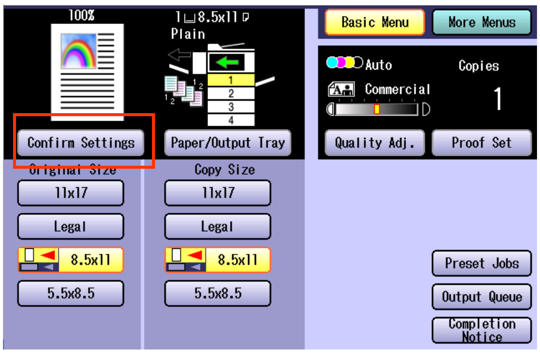
❑ If the copy quality is not satisfactory.

① Select "**No**" to return to the Basic Menu screen.
② Place the original again.
③ Adjust the quality settings.
④ Press the **Start** key.
A proof copy is printed, and a confirmation screen appears. Confirm if the copy quality is acceptable.
⑤ Select "**Yes**".
The remaining copies are printed.

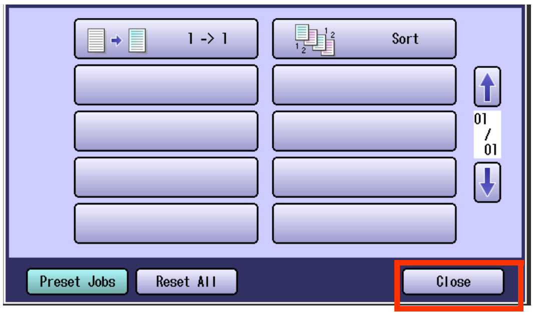
# Confirming/Editing the Selected Copy Features

Before copying, the settings can be checked, changed or deleted.

**1** Select "**Confirm Settings**".



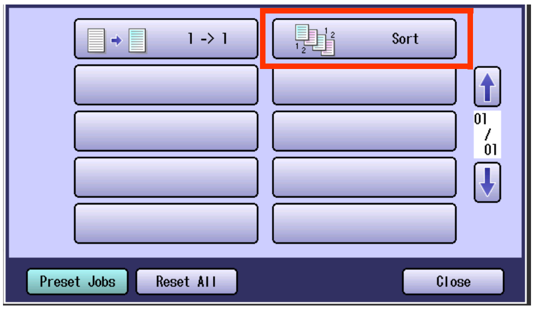

**2** Check the settings, and then select "**Close**".



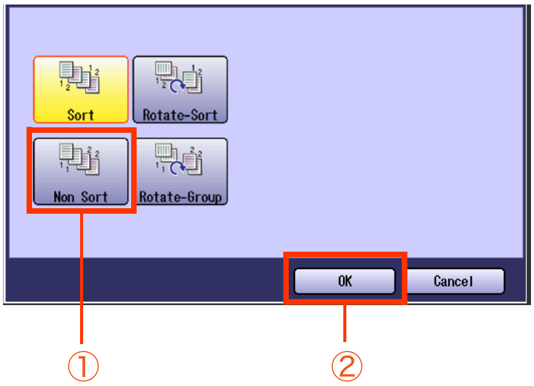

- If "**Confirm Settings**" is selected, the setting screen is displayed, and the settings (except 1 -> 1) can be changed.
- If "**Reset All**" is selected, all the settings are cancelled.
- If "**Preset Jobs**" is selected, the job registration screen is displayed to register jobs. Refer to the **Storing a Job in Memory** (see page 34).

**Ex:** Changing Sort mode to Shift-Sort mode when optional finisher is installed.

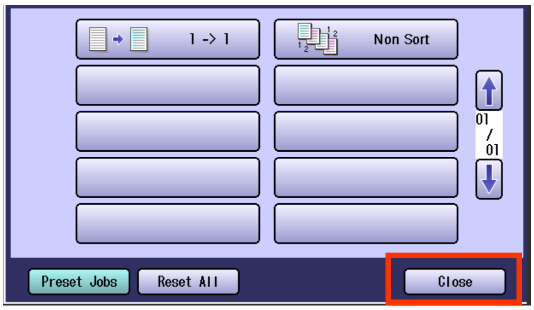
① Select "**Sort**".




② Select "**Non Sort**", and the select "**OK**".




③ Select "**Close**".



# Storing a Job in Memory

A copy job can be registered as a preset job. It is useful to register the frequently used settings as Preset jobs.

NOTE

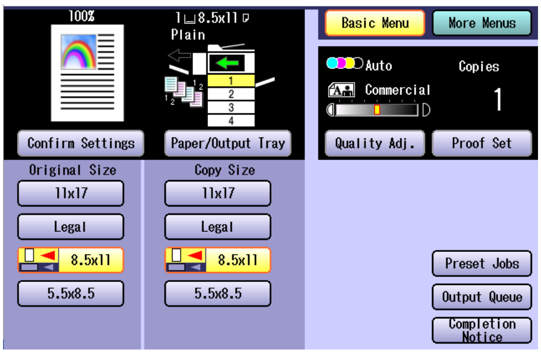
- Refer to the **Recalling a Preset Job Stored in Memory** (see page 35).
- Once registered, the copy job settings are kept in the job memory until they are overwritten by new settings.
- A proof copy job cannot be registered in the job memory.
- "**M1**"/"**M2**" cannot be registered when Manual Skyshot Mode is selected. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

**1** Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

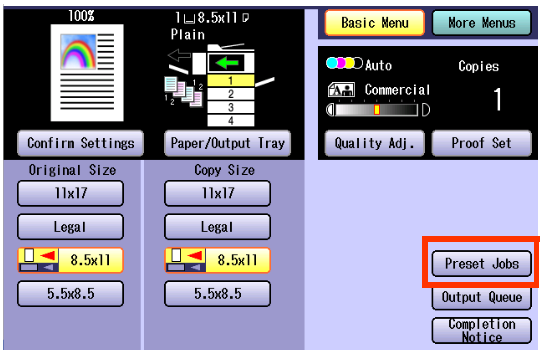
**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select the copy features (see pages 8 to 33, and 40 to 89).

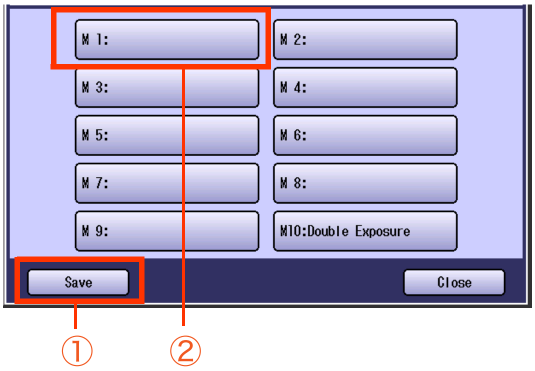



**4** Enter the desired number of copies.

**5** Select "**Preset Jobs**".

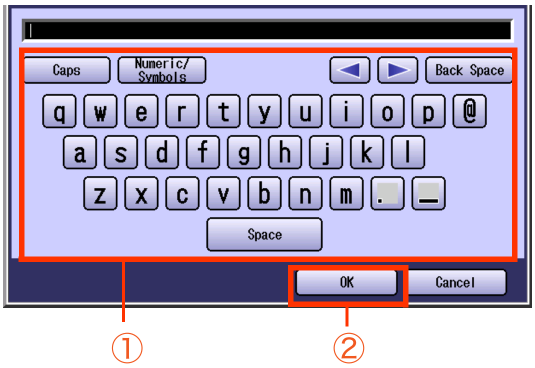



**6** Select "**Save**", and then select a job button that does not have a job registered.




- The job button, in which a job has been registered, will have a job name.

**7** Input a job name, and then select "**OK**".




- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- After completing the editing of the job name, press the Reset key to return to the initial screen of the current active mode.

# Recalling a Preset Job Stored in Memory

The specific copy job will be done by recalling the registered preset jobs.

A job called “Double Exposure” is set as default.

Refer to **Double Exposure** in the Operating Instructions (For Basic Operations) of provided booklet.

NOTE

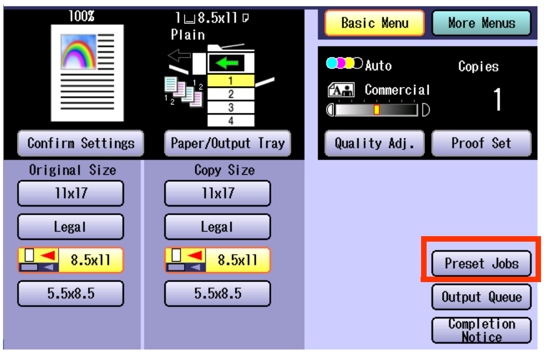
- Refer to the **Storing a Job in Memory** (see page 34).

**1** Place original(s).

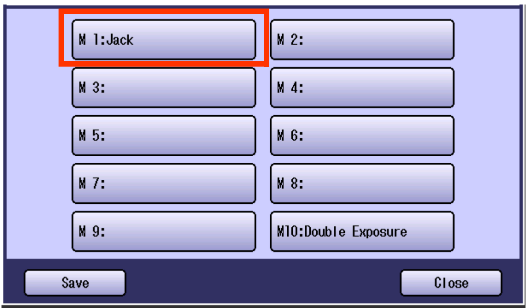
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select “**Preset Jobs**”.

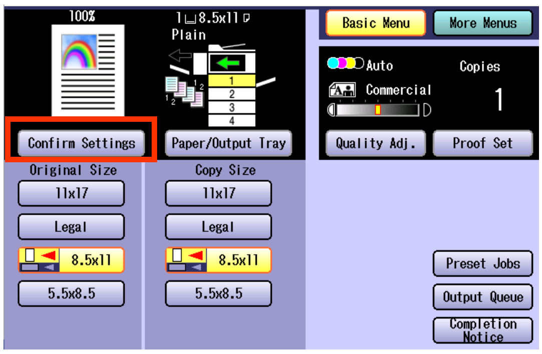



**4** Select a stored job.




- Job buttons without names, indicate that there are no jobs registered.
- If the confirmation screen “Ready for M1 Memory Copy” is displayed, select “**Close**”.

**5** To confirm the job settings, select “**Confirm Settings**”, and then touch “**Close**”.




- To change the setting, refer to the **Confirming/Editing the Selected Copy Features** (see page 33).

**6** Press the **Start** key.

# Checking the Waiting to Copy Job

A list of jobs currently being printed or waiting to print can be displayed. The following types of jobs can be displayed.

- All jobs
- Copy jobs

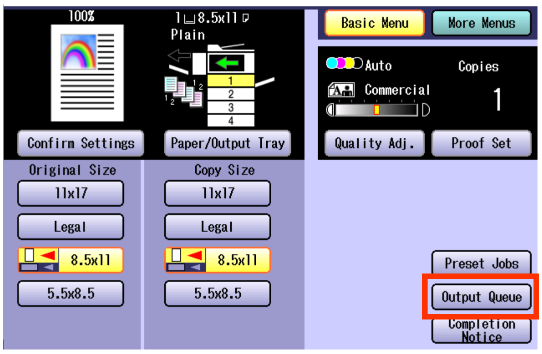
The pending waiting to print jobs can be deleted.

## Displaying a List of All Jobs

A list of all the jobs currently being printed, or waiting to print can be displayed.

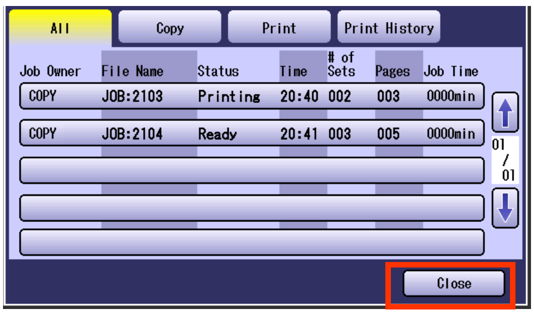
**1** Press the **Copy** key if the machine is set to other function mode.

**2** Select "**Output Queue**".




Output Queue screen is displayed, and a list of all the jobs currently being printed, or waiting to print are displayed.

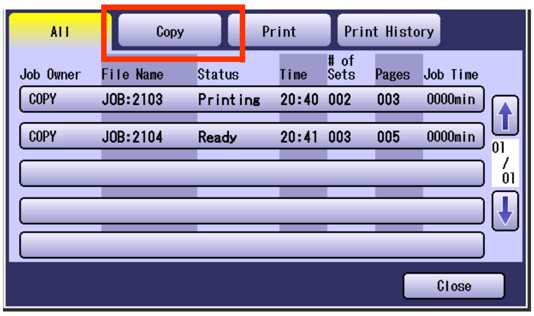
**3** Select "**Close**".




## Displaying a List of Copy Jobs

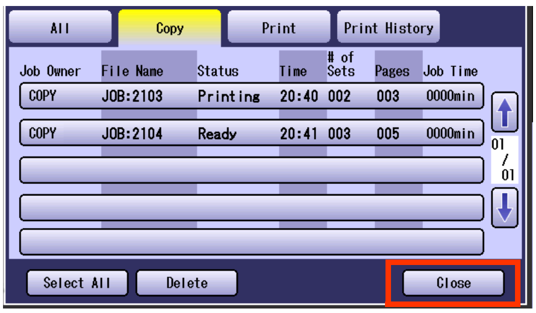
A list of copy jobs currently being printed, or waiting to print can be displayed.

**1** Select "**Copy**" in the Output Queue screen.




- A list of copy jobs currently being printed, or waiting to print is displayed.

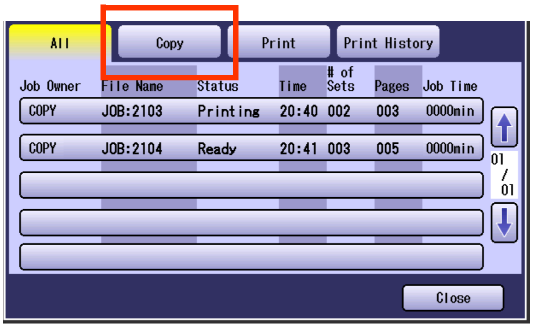
**2** Select "**Close**".



## Deleting Copy Jobs

The jobs in Ready status can be deleted.

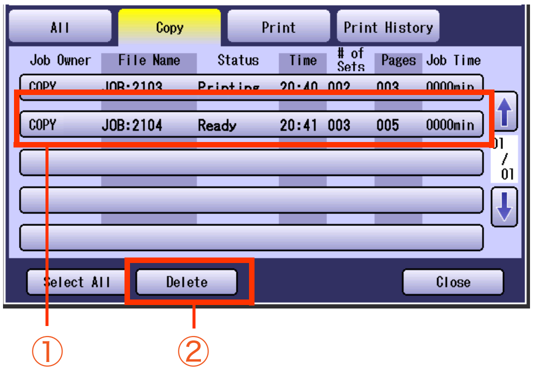
**1** Select "**Copy**" in the Output Queue screen.




| | |
|---|---|
| **Copy** | Select when deleting a copy job. |
| **Print** | Select when deleting a print job.<br>● Refer to the Operating Instructions (For PCL Printer Driver) provided on the CD-ROM. |

● To display the Output Queue screen, refer to the **Checking the Waiting to Copy Job** (see page 36).

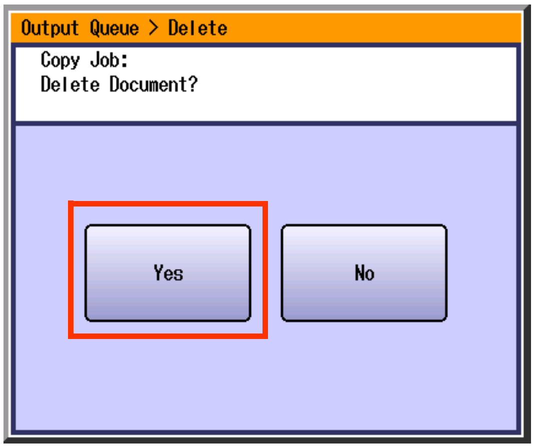
**2** Select a job, and then select "**Delete**".




● When deleting all the jobs, select "**Select All**", and then select "**Delete**".

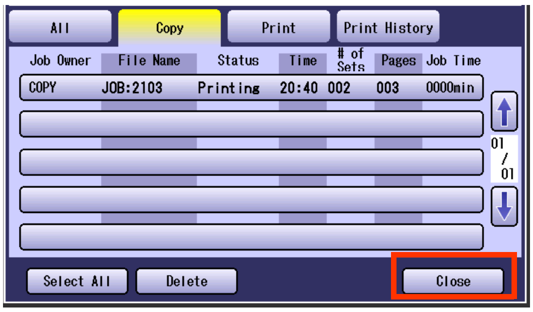
The screen to confirm the job deletion is displayed.

**3** Select "**Yes**".




Selected Copy Job is deleted.

**4** Select "**Close**".



# Completion Notice

If Completion Notice is set, you will be notified on your computer when copying is completed.

NOTE

- Before using this function, install the **Panasonic Document Management System** and **PCL Printer Driver**, and then configure each software.
- To register the IP Address of your computer, refer to **Network Scanner Settings (Option)** and **Completion Notice** in the Operating Instructions (For Setting Up) of provided booklet.

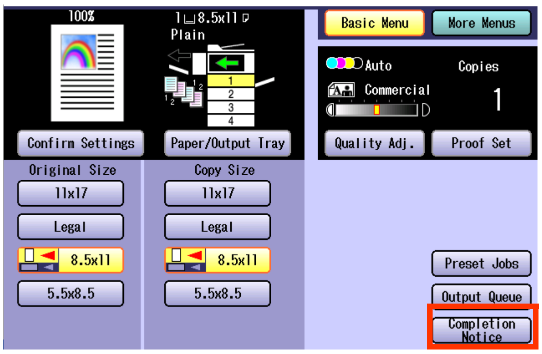
**1** Place original(s).

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

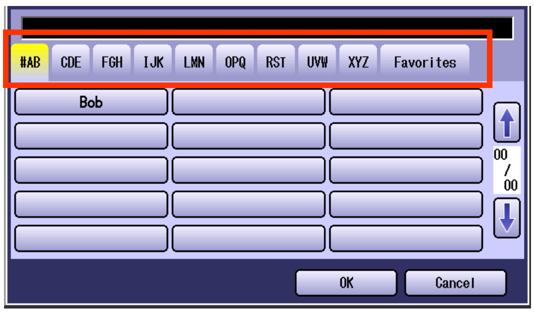
**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select the copy features if necessary.

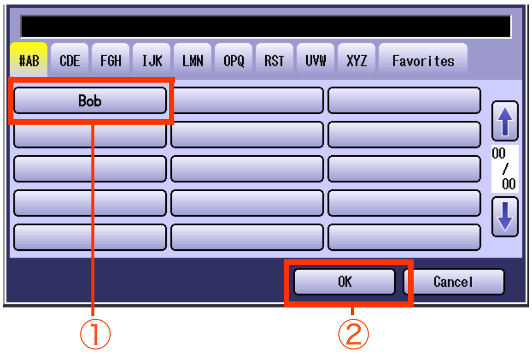
**4** Select "**Completion Notice**".




**5** Select an index tab or "**Favorites**" to display the registered computers.




**6** Select a designated computer, and then select "**OK**".




**7** Enter the desired number of copies.

**8** Select the **Start** key.

A completion notice will be sent to the specified computer when copying is completed.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

**Memo**

# 2-Sided Copy Mode

NOTE
- For information on “1 -> 2”, “2 -> 2”, “Book -> 2”, and “N in 1”, please refer to the Operating Instructions (For Basic Operations) on the provided booklet.
- The standard setting of the 2-Sided / Original->Copy can be changed. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Special paper such as cardboard cannot be used for 2-Sided copy.

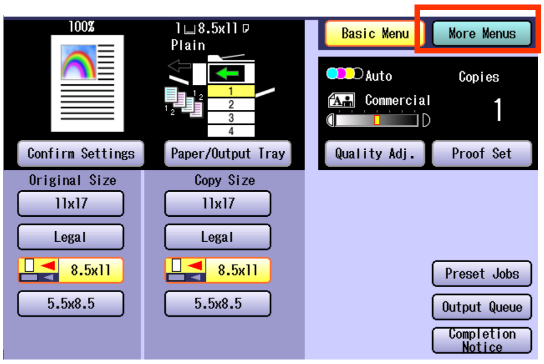
## Basic Operation for the 2-Sided Copy Mode

**1** Place original(s).

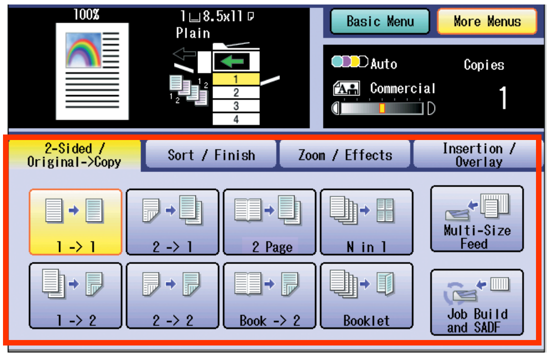
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.
- 2 -> 1, Multi-Size Feed, Job Build and SADF: From ADF only.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select “**More Menus**”.




**4** Select the desired 2-Sided mode.




1 -> 1 : To clear the 2-Sided Copy Mode

2 -> 1 (see page 41)

2 Page (see page 42)

Booklet (see page 43)

Multi-Size Feed (see page 45)

- When “**Multi-Size Feed**” is selected, “**1 -> 2**” or “**2 -> 2**” cannot be selected.

Job Build and SADF (see page 47)

For N in 1, 1 -> 2, 2 -> 2, and Book -> 2 Modes

- Refer to the Operating Instructions (For Basic Operation) on the provided booklet.

**5** Enter the desired number of copies.

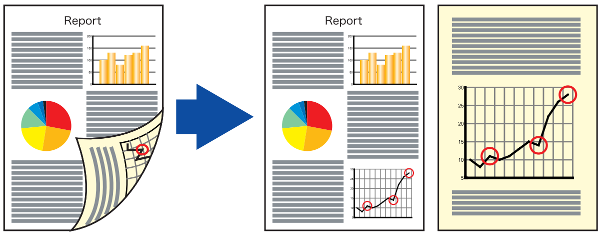
**6** Press the **Start** key.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

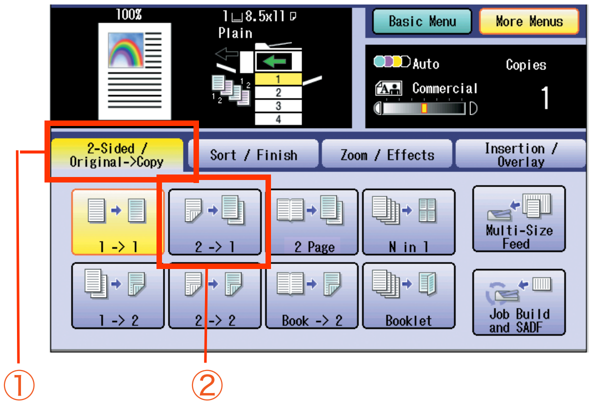
NOTE
- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Copying 2-Sided original(s) Onto two separate sheets

2-Sided original(s) can be copied, and separated into 1-Sided pages.

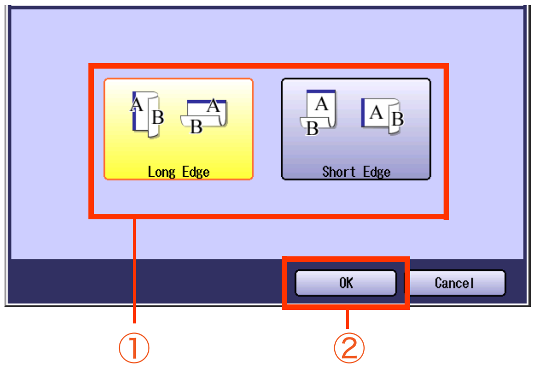


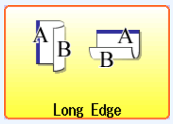
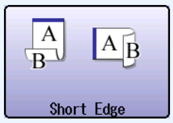

**1** Select “**2-Sided / Original->Copy**”, and then select “**2 -> 1**”.




● To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

**2** Select the bind position, and then select “**OK**”.

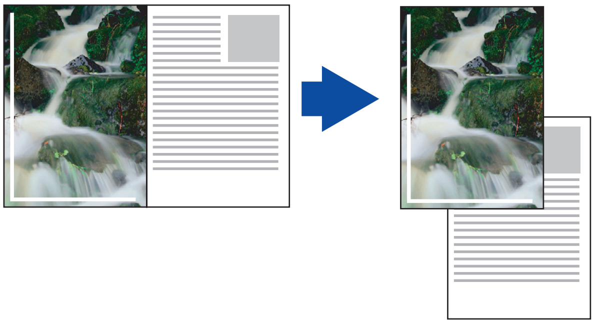



| | |
|---|---|
|   | **Long Edge:** Copies both sides of the original, facing them in the same direction. |
|   | **Short Edge:** Copies both sides of the original facing them in the opposite direction. |

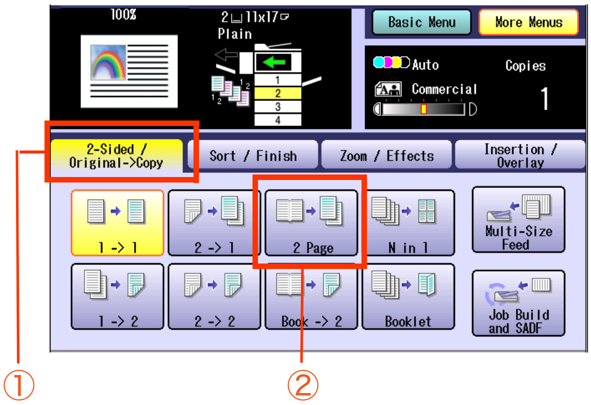
● For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

## Copying Facing Page Original to Two Separate Sheets

Two facing pages or a 11" x 17" size original can be copied, and separated into 1-Sided sheets.

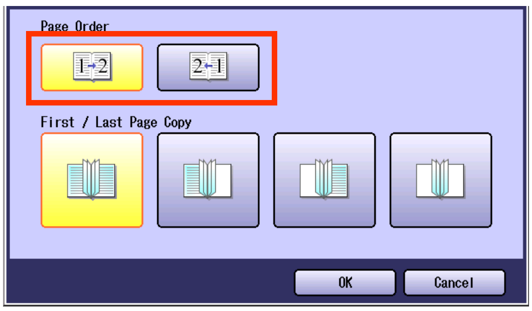


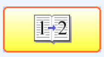
**1** Select "**2-Sided / Original->Copy**", and then select "**2 Page**".



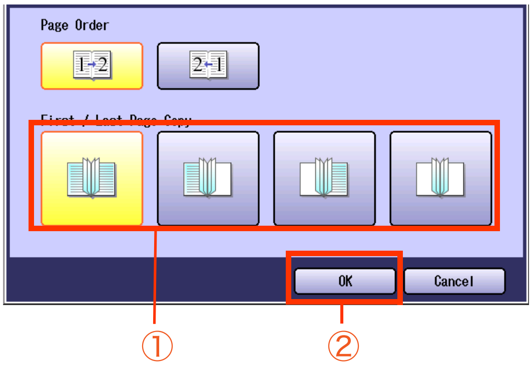

- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When "**Multi-Size Feed**" is selected, "**2 Page**" cannot be selected.

**2** Select a page order of original.




| | |
|---|---|
|  | The left page of the facing original is copied first. |
|  | The right page of the facing original is copied first. |

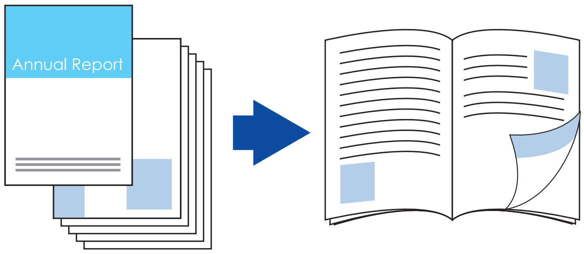
**3** Select a copy layout, and then select "**OK**".




| | |
|---|---|
|  | The first through last page are copied. |
|  | The first page and beyond are copied, but the last page is not copied. |
|  | The first page is not copied, but the rest and including the last page are copied. |
|  | The first and the last page are not copied. |

- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

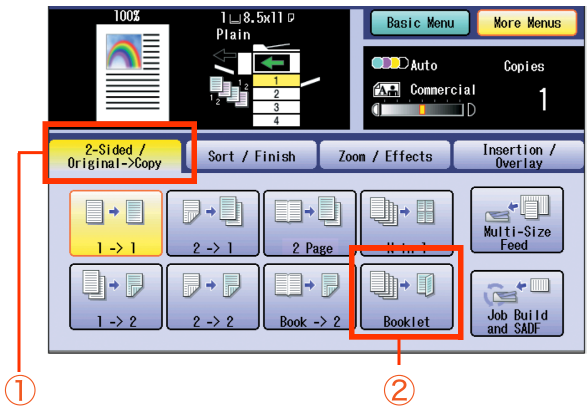
## From 1-Sided Originals to 2-Sided Copies using Saddle Stitch (Booklet)




NOTE

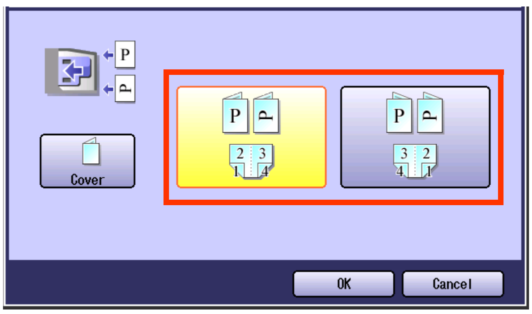
- The 2-Sided original cannot be copied into a booklet.
- Originals should be placed on the ADF. (5.5" x 8.5" or 8.5" x 11" size is only available, up to 40 originals)
- Saddle stitch binding is possible only when the optional 1-Bin Saddle Finisher (DA-FS325) is installed. Ledger (11" x 17"), and Letter-R (8.5" x 11") are the only applicable paper sizes.
- The standard setting for the copy size is the reduced size, however, the setting can be changed to a “original size”. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When the Fold Position is not matched with center position of the copies, set the binding margin. Refer to **General Settings** (For Key Operator) in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Stamping can be combined with the Booklet For Copying with Stamping, refer to **Copying with Stamping** (see page 61-69).

**1** Select “**2-Sided / Original->Copy**”, and then select “**Booklet**”.




- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

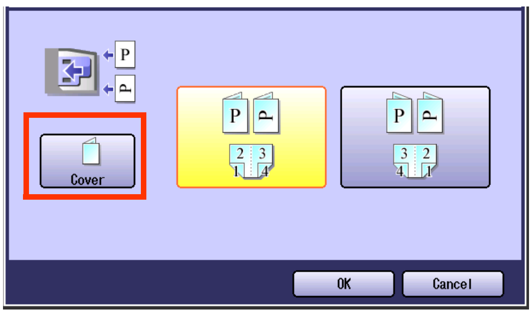
**2** Select a bind position.




| | |
|---|---|
|  | Select when binding the left side, or the top side of the page. |
|  | Select when binding the right side, or the bottom side of the page. |

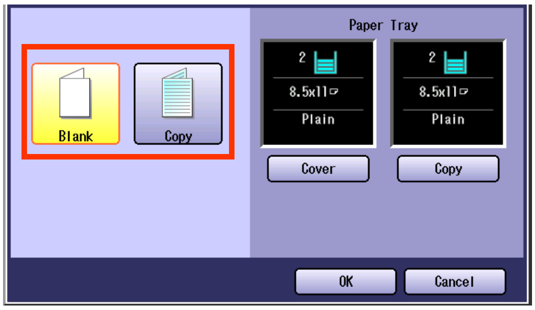
**3** Select the cover page type if necessary.

① Select “**Cover**”.




Continue on the next page...

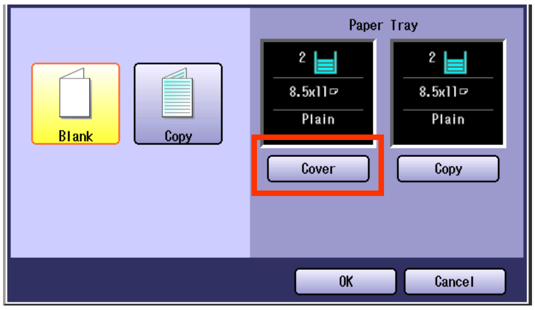
② Select a cover type.




| | |
|---|---|
| **Blank** | Not copied on the cover. |
| **Copy** | Copied on the cover. |

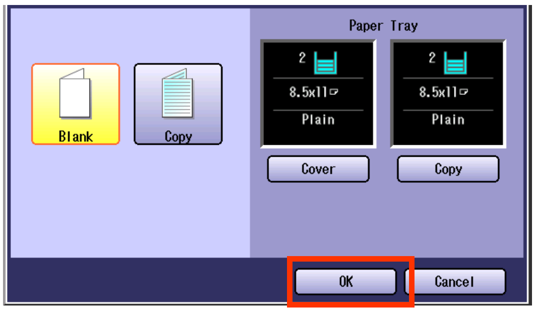
- When "**Blank**" is selected as the cover type, up to 36 originals can be placed on the ADF.

③ Select "**Cover**" to select a paper.

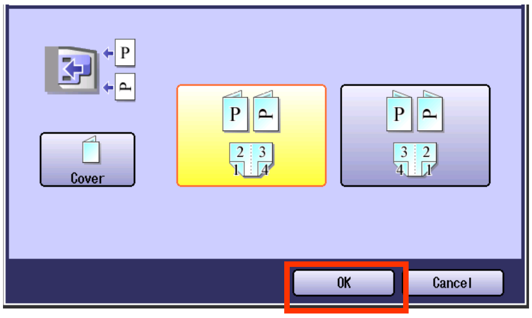



- When changing paper other than the cover, press the **Copy** key on the Control Panel. If the paper of desired size is available on the tray, the display changes.
  Select a paper size from the display.

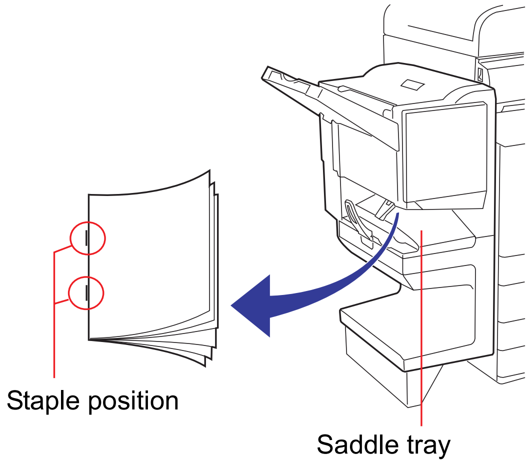
**4** Select "**OK**" to exit the cover settings.




**5** Select "**OK**".

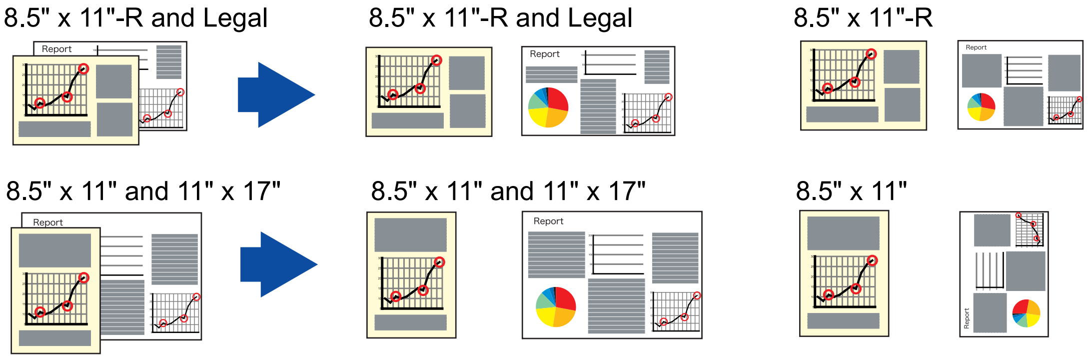



- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).
- When the Fold Position does not match with the center position of the copies, set the binding margin. Refer to **General Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- The stapled copies are delivered to the saddle tray of the 1-bin saddle finisher as shown below.



## Copying Mixed Size Originals from the ADF

Use this function when copying mixed size originals (8.5" x 11" and 11" x 17", or 8.5" x 11" and Legal) using with the ADF, original size can be detected automatically then can be copied to the same size, or one specified size.



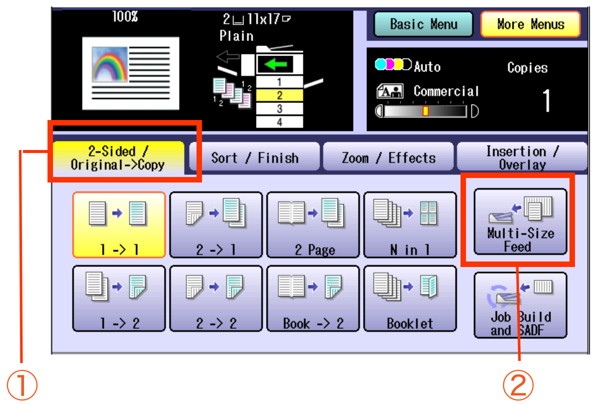

NOTE

- When copying in 2-Sided mode.

| Full Size | Reduction |
|---|---|
| 8.5" x 11"-R (Letter-R)<br>8.5" x 14" (Legal) | 8.5" x 11"-R (Letter-R) |
| 11" x 17" (Ledger) | 8.5" x 11" (Letter)<br>8.5" x 11"-R (Letter-R) |

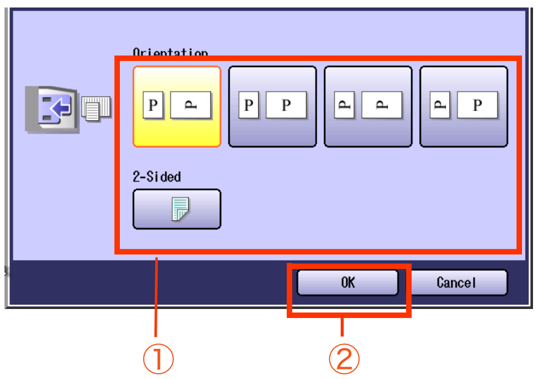
- If no copy size is specified, the original is copied to its original size. If the copy size is specified, the original is copied automatically enlarged, or reduced in accordance with the specified size.
- Only when specifying the same copy size, 2-Sided copying is possible by setting "**2-Sided**".
- Only when specifying the same copy size (8.5" x 11" only), the copies can be rotated, and printed as a booklet, or as a unit of specified number of pages by setting "**Rotate-Sort**" or "**Rotate-Group**".

**1** Select "**2-Sided / Original->Copy**", and then select "**Multi-Size Feed**".

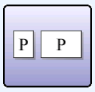
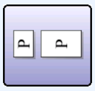
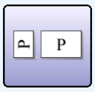



- To display this screen, refer to steps 1 to 3 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

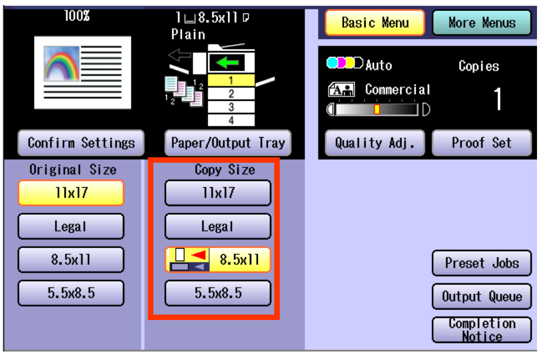
**2** Select an orientation, and then select "**OK**".




Continue on the next page...

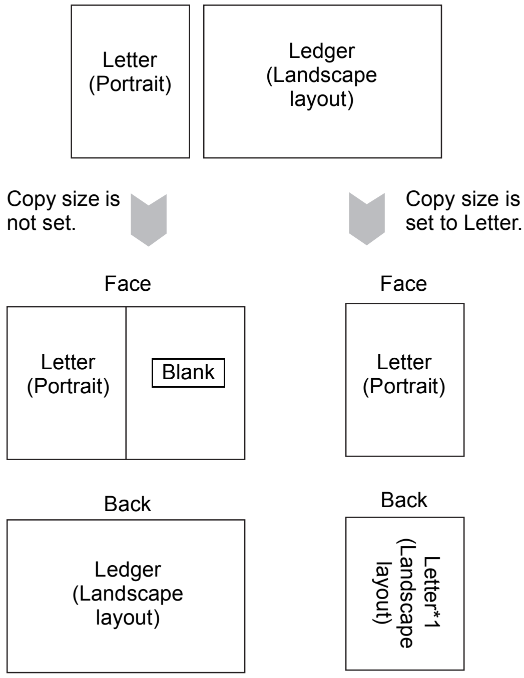
| | |
|---|---|
|  | When all originals are vertically long<br>**Ex:**<br>ABC ABC |
|  | When the smaller original is vertically long, and the larger original is horizontally long<br>**Ex:**<br>ABC ABC |
|  | When the smaller original is horizontally long, and the larger original is vertically long<br>**Ex:**<br>ABC ABC |
|  | When all originals are horizontally long<br>**Ex:**<br>ABC ABC |

**3** When copying the same paper size, touch “**Basic Menu**”, and then select a desired copy size with copy size button.



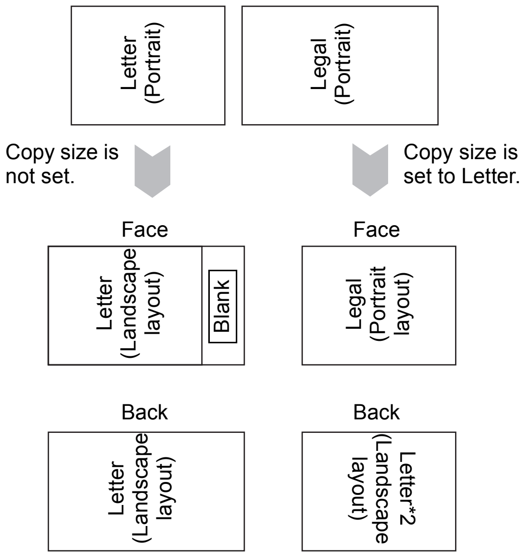

- For the following procedure, refer to steps 5 to 6 of **Basic Operation for the 2-Sided Copy Mode** (see page 40).

**Ex:** Combination of Letter (Portrait layout), and Ledger (Landscape layout) originals
Copy Images (1 -> 2 copy mode)
Bind Position is SHORT EDGE




*1 Ledger size will be reduced to Letter size.

**Ex:** Combination of Letter (Portrait layout), and (Portrait layout) originals
Copy Images (1 -> 2 copy mode)
Bind Position is SHORT EDGE



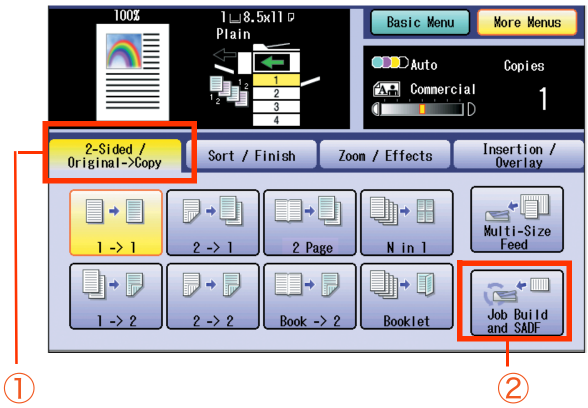

*2 Legal size will be reduced to Letter size.

# Copying Special Originals (Thin Paper, etc.) from the ADF

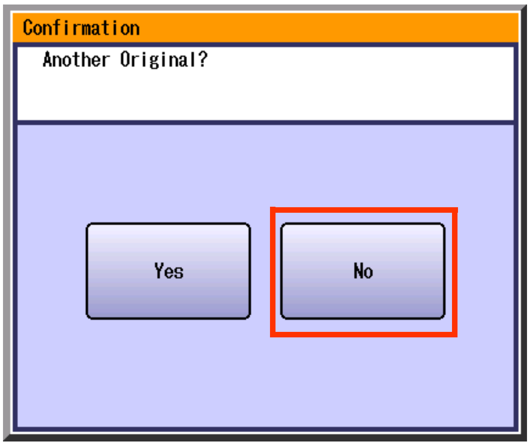
## ■ SADF

This mode adds a 5 second delay to allow another original to be placed on the ADF. Special originals (like thin paper, etc.) can be fed from the ADF, and copied continuously using the SADF Mode.

1. Place one original (minimum 50 g/m$^2$) on the ADF.
2. Press the **Copy** key if the machine is set to other function mode.
3. Select "**More Menus**".
4. Select "**2-Sided / Original->Copy**", and then select "**Job Build and SADF**".




5. Enter the desired number of copies.
6. Press the **Start** key.
7. Place the next original within 5 sec. of last ejected original(s).
8. After the last page is scanned, select "**No**" in the confirmation screen.



## ■ Job Build

This is useful, when copying multiple sets of originals that exceed the maximum capacity of the ADF of 85 sheets (20 lb). (See the Example below)

**Ex**: To make 5 sets of sorted copies of 100-sheet of originals.

(a) Place the first 85 sheets of originals on the ADF.

(b) Select "**2-Sided / Original->Copy**" Copy menu, and select Job "**Job Build and SADF**".

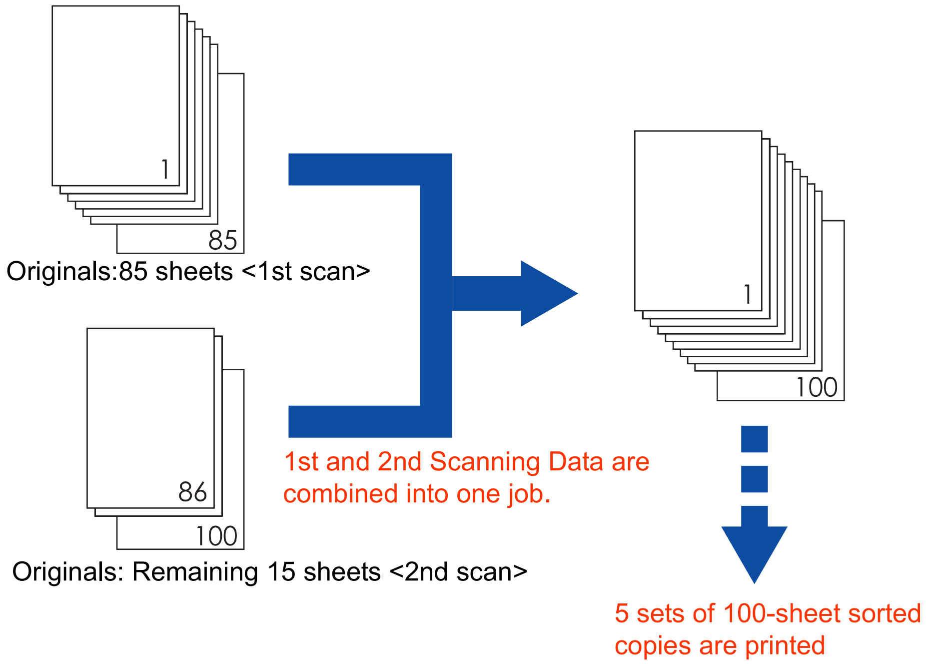
(c) Select "**Sort / Finish**" menu, and select the desired Sorting/Finishing end result.

(d) Press the **Start** key.

(e) After scanning the first 85 sheets, you can place the remaining 15 sheets of originals on the ADF within 5 second to continue copying without interrupting the cycle.
Or if you do nothing, the machine will display "**Another original? / Yes or No**".

(f) Place the remaining 15 sheets of originals on the ADF tray, and select "**Yes**".

(g) After scanning the remaining 15 sheets, "**Another original? / Yes or No**" will display, select "**No**" to start the printing process.




NOTE

- Original should be placed on the ADF.
- Up to 999 sheets of the originals can be scanned in one job.
  The maximum capacity of the scanned data can be reached less than 999 sheets of the originals depending on the type of sheets being scanned.
  If the memory becomes full during scanning, follow the instructions on the Display.

**Memo**

# Sort Mode

The original can be copied, printed, and sorted in a specified number of sets.

- Optional Finisher is not installed.
  Refer to the Operating Instructions (For Basic Functions).
- Optional Finisher is installed.
  Shift-Sort, Shift-Group and Staple mode are available.
- Optional Punch Unit is installed
  Punch mode is available.

**Shift-Sort**



**Shift-Group**



**Staple-Sort**




**Punch**




NOTE

● The maximum number of pages to staple are as follows:
  **For 1-Bin Finisher**
  8.5" x 11": 30 sheets, Legal / 11" x 17": 20 sheets

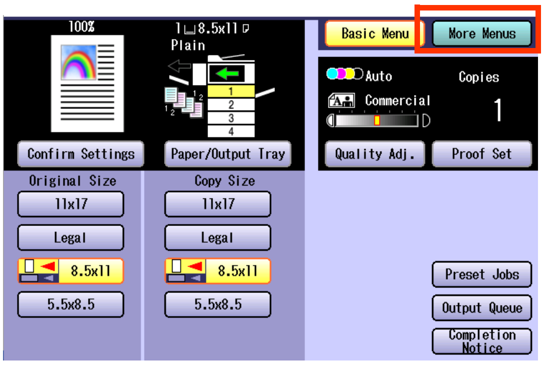
  **For 1-Bin Saddle Stitch Finisher**
  8.5" x 11": 50 sheets, Legal / 11" x 17": 20 sheets
  **Saddle-Stitch**:
  8.5" x 11" (Letter-R), Legal, 11" x 17": 10 sets (6-10 sheets) / 20 sets (2-5 sheets)

**1** Place original(s).

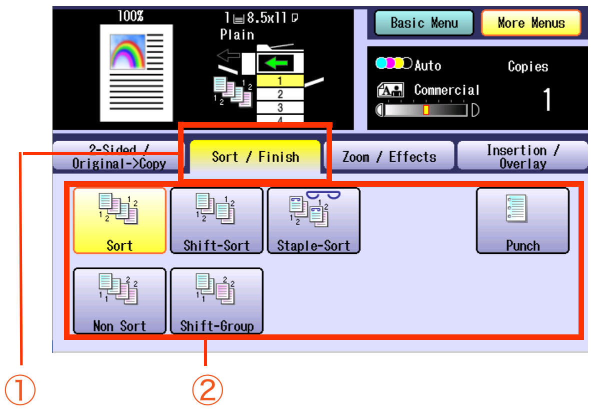
● Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select "**More Menus**".



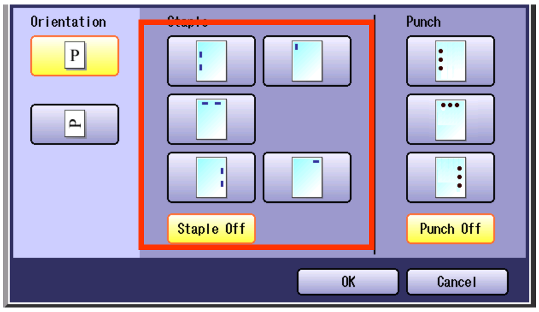

**4** Select "**Sort / Finish**", and then select a sort mode.




● When the "**Staple-Sort**" or "**Punch**" is selected, refer to next page.

❑ When the optional 1-Bin Saddle Stitch Finisher is installed.

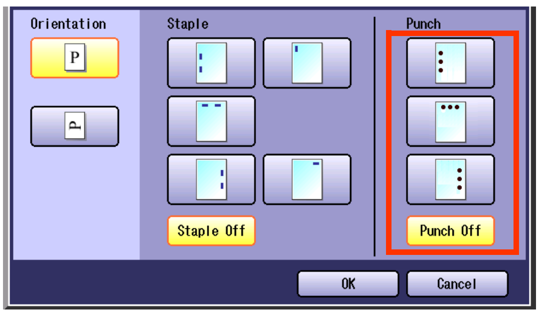
Select the stapling position.



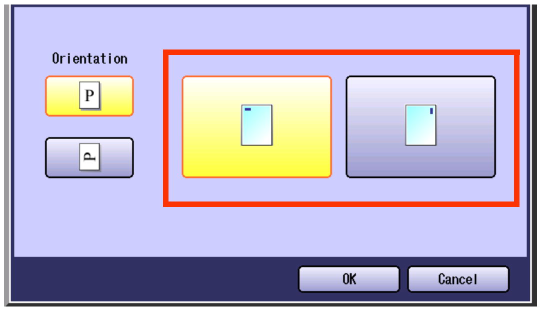

| | |
|---|---|
|  | 2 positions on the left side. |
|  | 1 position on the upper left side. |
|  | 2 positions on the upper side. |
|  | 2 positions on the right side. |
|  | 1 position on the upper right side. |

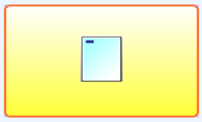
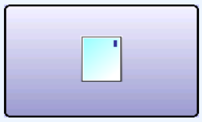
❑ When the optional Punch Unit is installed to the 1-Bin Saddle Stitch Finisher.

Select the punching position.




❑ When the optional 1-Bin Finisher is installed. Select the stapling position.




| | |
|---|---|
|  | 1 position on the upper left side. |
|  | 1 position on the upper right side. |

**5** Enter the desired number of copies.

**6** Press the **Start** key.

- When copying from the Platen Glass, place the next original and follow the instructions described on the touch panel display.

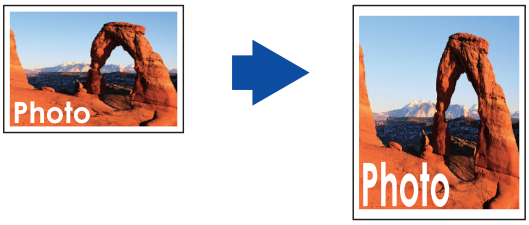
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Zoom Mode

## Variable Ratios

The original can be copied by setting the Enlargement/Reduction Ratio.

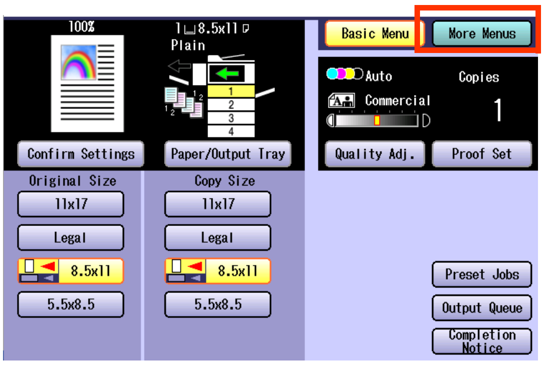



**1** Place original(s).

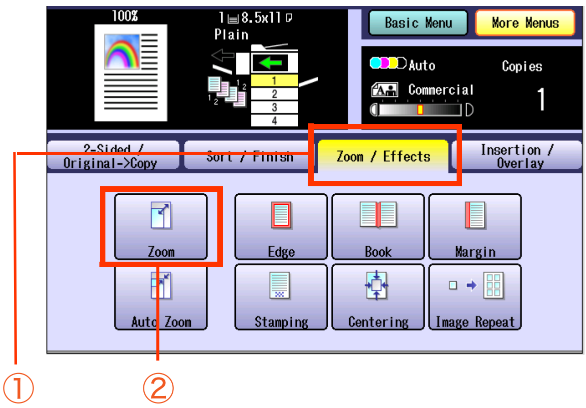
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

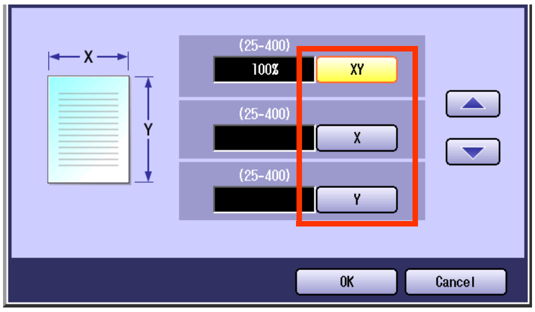
**3** Select "**More Menus**".




**4** Select "**Zoom / Effects**", and then select "**Zoom**".



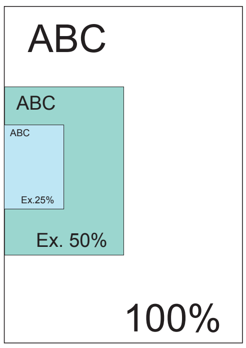

**5** Select the item to enlarge/reduce.



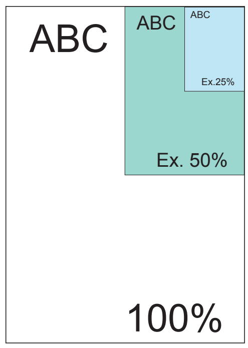

| | |
|---|---|
| **XY** | Select to set the same enlargement/ reduction ratio vertically, and horizontally. |
| **X** | Select to set the horizontal enlargement/reduction ratio. |
| **Y** | Select to set the vertical enlargement/ reduction ratio. |

When a reduction copy is selected, it is printed on the following position and size.

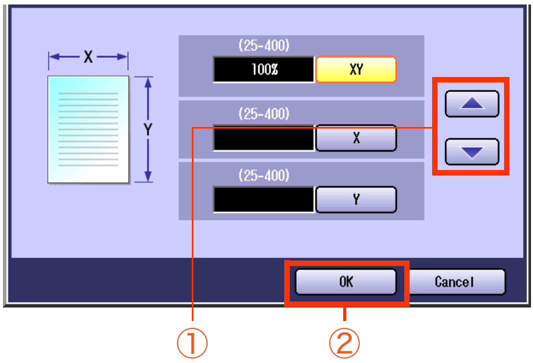
Place the original(s) on the ADF.




Place the original on the Platen Glass.



**6** Input the zoom ratio with "▲" and "▼", or the keypad, and then select "**OK**".




- The ratio can be set in 1% increments from 25% to 400%.
- When changing the paper size after setting the zoom ratio, touch "**Basic Menu**", and then select "**Paper/Output Tray**", and select the paper size.

**7** Enter the desired number of copies.

**8** Press the **Start** key.

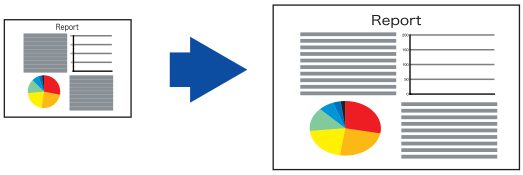
- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Auto Zoom

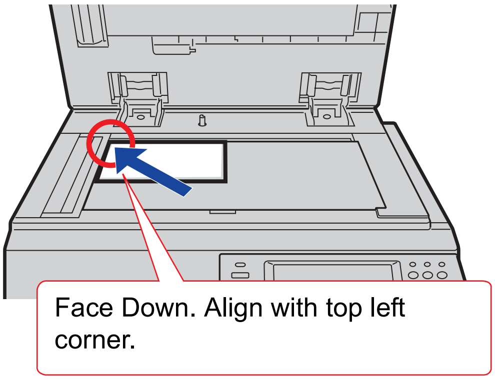
By setting Auto Zoom, originals can be automatically Enlarged/Reduced to fit the size of the loaded paper.




NOTE

- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

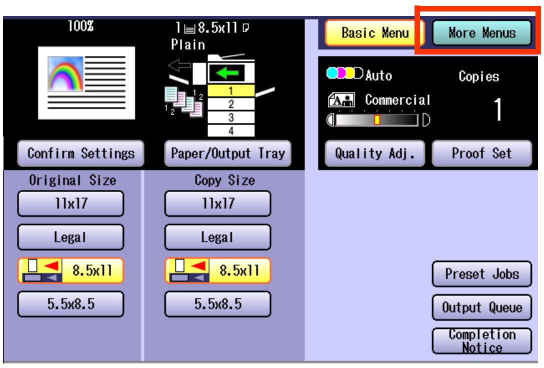
**1** Open the ADF more than 45 degrees, and then place the original on the platen, leaving it open.



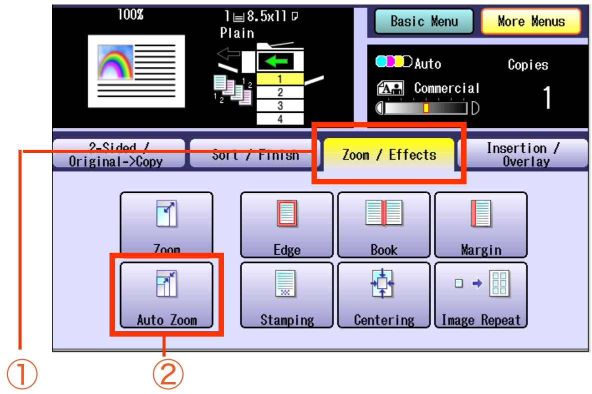

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

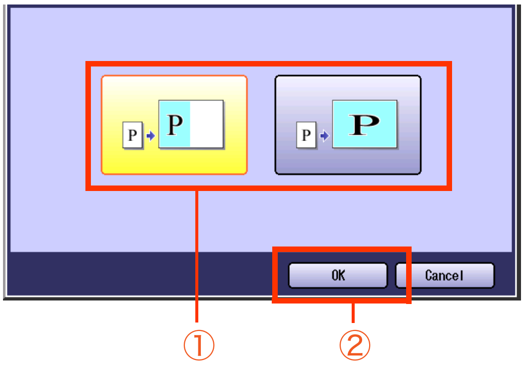
**3** Select "**More Menus**".

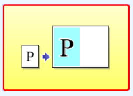
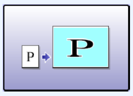



**4** Select "**Zoom / Effects**", and then select "**Auto Zoom**".

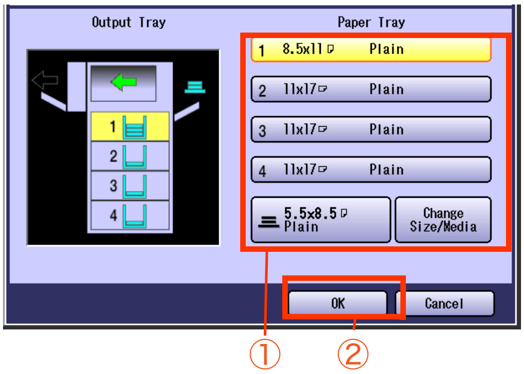


**5** Select the desired zoom/type ratio, and then select “**OK**”.




| | |
|---|---|
|  | Enlarged or reduced according to the vertical/ horizontal size of the paper. |
|  | Enlarged or reduced according to both vertical/ horizontal size of the paper. |

**6** Select the desired size of paper, and then select “**OK**”.




**7** Enter the desired number of copies.

**8** Press the **Start** key.

- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

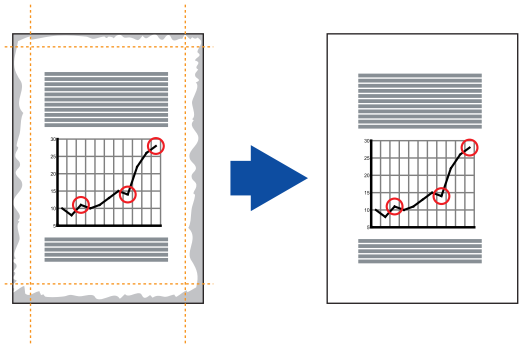
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Effect Modes

## Setting a Blank Edge

Unnecessary edge can be erased by setting a blank edge.



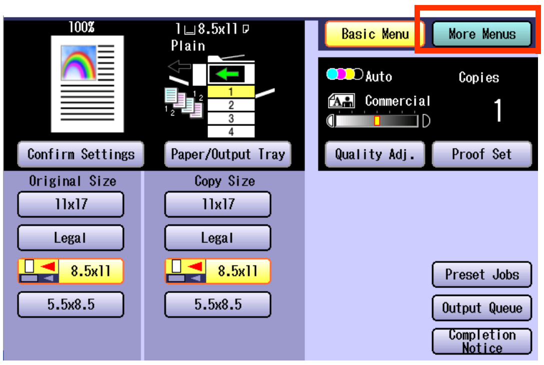
NOTE
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.

**1** Place original(s).

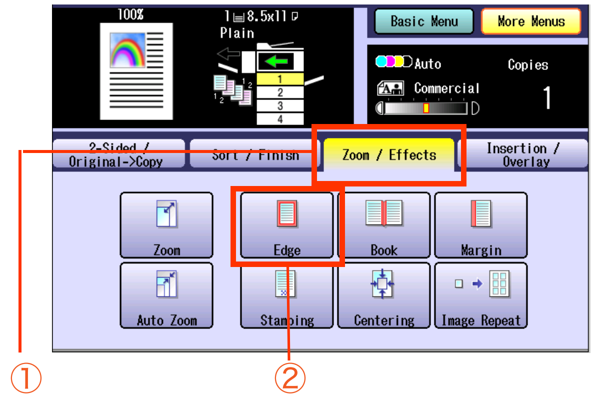
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

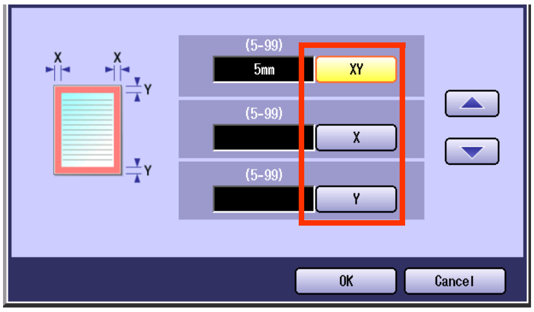
**3** Select "**More Menus**".




**4** Select "**Zoom / Effects**", and then select "**Edge**".

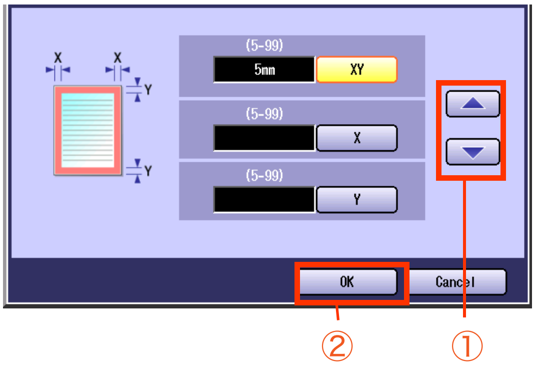


**5** Select “**XY**” to set the same value for X and Y, or “**X**”, “**Y**” to set a different value for X and Y.




| | |
|---|---|
| **XY** | Select to set the same erasing width for all sides. |
| **X** | Select to set the erasing width for the right, and left sides. |
| **Y** | Select to set the erasing width for the top, and bottom sides. |

**6** Input the erasing width with “▲” and “▼”, or the keypad, and then select “**OK**”.




- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

**7** Enter the desired number of copies.

**8** Press the **Start** key.

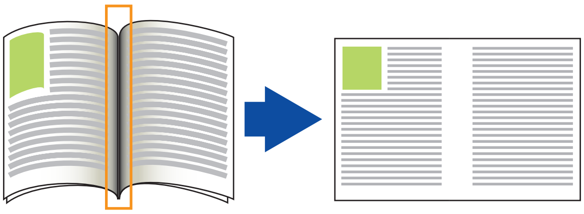
- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display. (Only Sort setting)

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Eliminate Dark Inner Binding Shadows

When copying original such as the center of folding position may be shaded. This shade can be easily eliminated.



The shade is erased.

NOTE

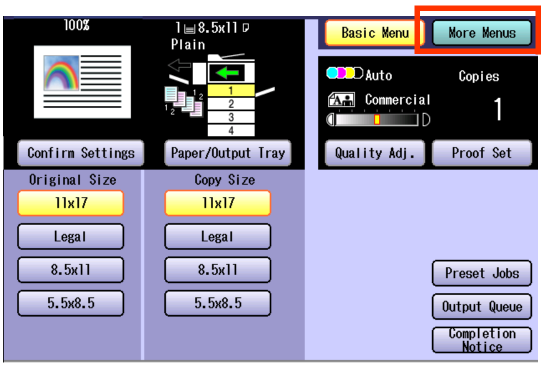
- When "**Zoom**" is selected, the erasing width varies depending on the zoom ratio.
- When "**Overlay**" or "**Form Overlay**" is selected, this function cannot be executed for the overlay original.

**1** Place original(s).

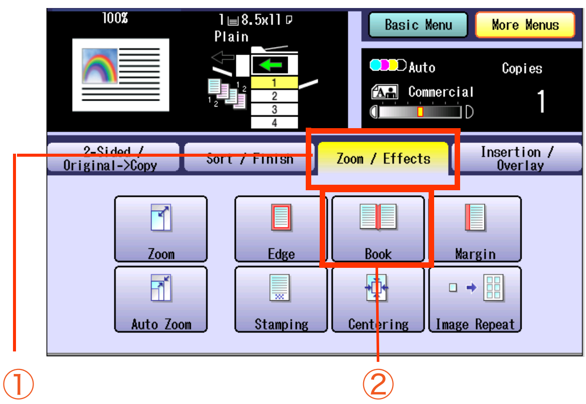
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

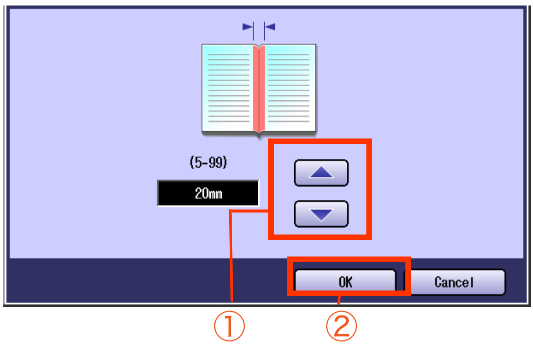
**3** Select "**More Menus**".




**4** Select "**Zoom / Effects**", and then select "**Book**".




**5** Input the erasing width with "▲" and "▼", or the keypad, and then select "**OK**".




- The erasing width can be set in 1 mm increments from 5 mm to 99 mm.

**6** Enter the desired number of copies.

**7** Press the **Start** key.

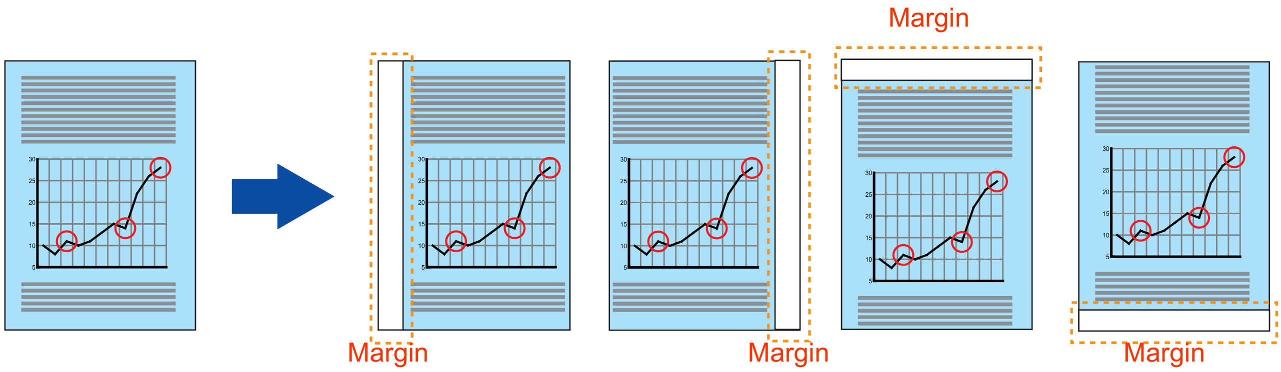
- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display. (Only Sort setting)

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Shift Image to Right, Left, Up or Down

The margin can be added on any 4 sides of the image with the image shifted to the right, left, up, or down accordingly.




NOTE

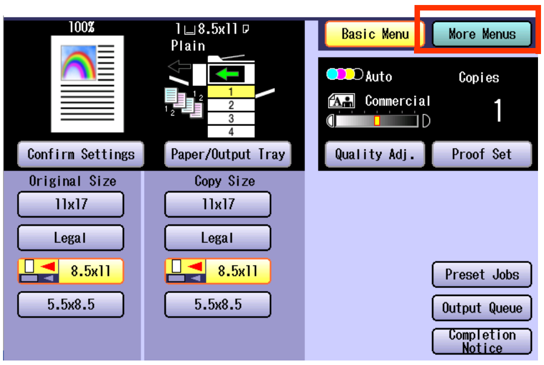
- If a part of the copied image is missing, change the Margin Reduction setting to Yes. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- When "**Overlay**" or "**Form Overlay**" is selected, the binding margin is also set for the overlay original.
- If this setting is made when 2-Sided copying is selected, the print position comes out different between the front, and back sides of copy.

**1** Place original(s).

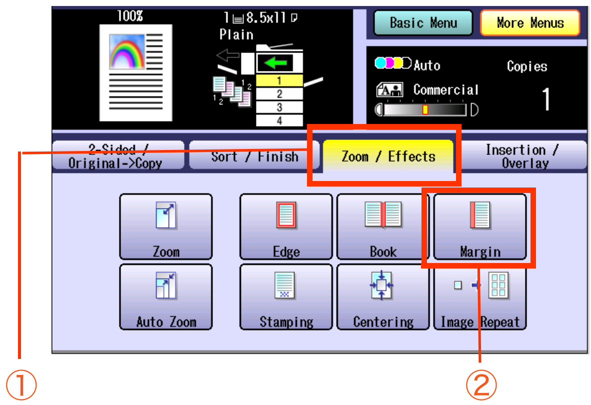
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select "**More Menus**".

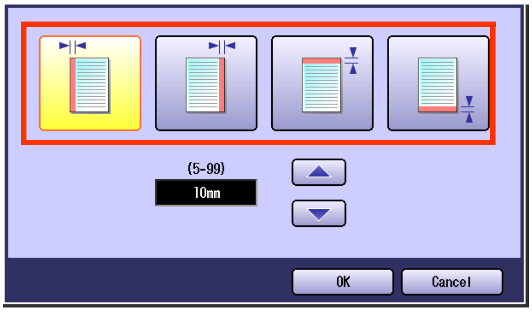



**4** Select "**Zoom / Effects**", and then select "**Margin**".



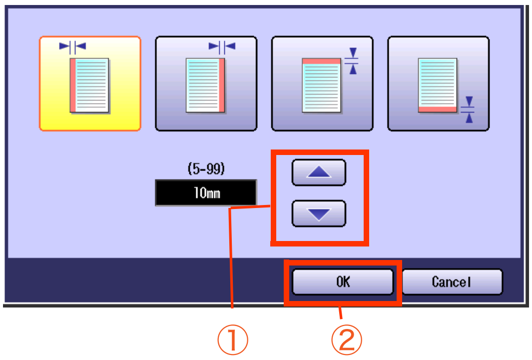

Continue on the next page... 

**5** Select the desired position of the binding margin.




| | |
|---|---|
|  | Select to set the binding margin on the left side of the paper. |
|  | Select to set the binding margin on the right side of the paper. |
|  | Select to set the binding margin on the top side of the paper. |
|  | Select to set the binding margin on the bottom side of the paper. |

**6** Input the width of the binding margin with "▲" and "▼", or the keypad, and then select "**OK**".




- The width of the binding margin can be set in 1 mm increments, from 5 mm to 99 mm.

**7** Enter the desired number of copies.

**8** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Copying with Stamping

Page Numbers, Date, etc. can be stamped on each sheet.

NOTE

- This function can be selected when the original is placed on the ADF.
- Only 1 of the page number, date, control number and characters can be selected to print in 1 scanning. 2 or more stamps cannot be stamped.
- Stamped only in black.
- No stamp is printed on a blank page when an odd number of originals is copied with “**1 -> 2**” setting selected.

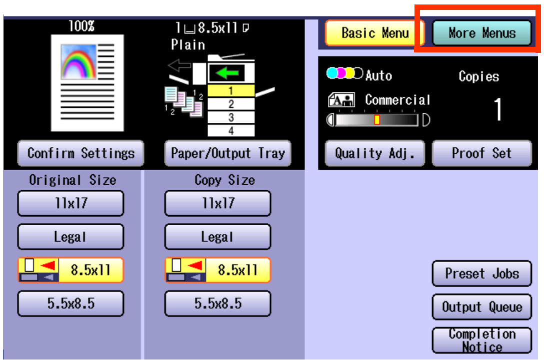
## ■ Basic Operation for Stamping

**1** Place original(s) on the ADF.

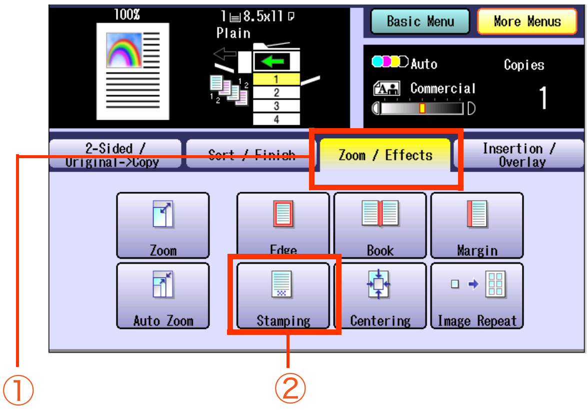
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

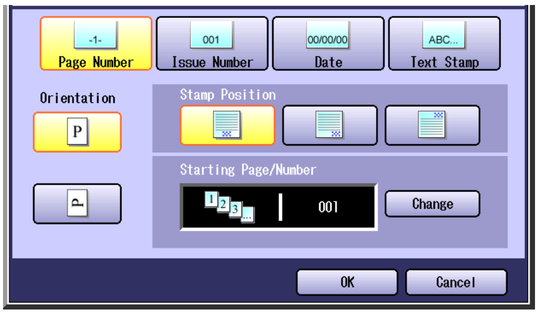
**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select “**More Menus**”.




**4** Select “**Zoom / Effects**”, and then select “**Stamping**“.




- **Page Number** (see page 62)
- **Issue Number** (see page 64)
- **Date** (see page 66)
- **Text Stamp** (see page 68)

**5** Enter the desired number of copies.

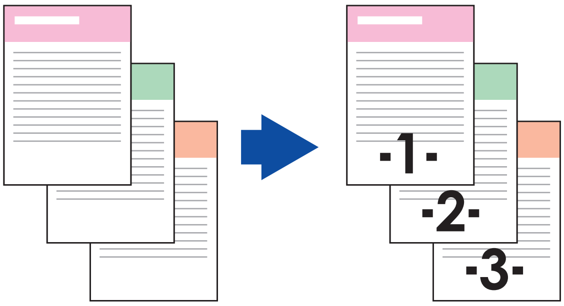
**6** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Page Number

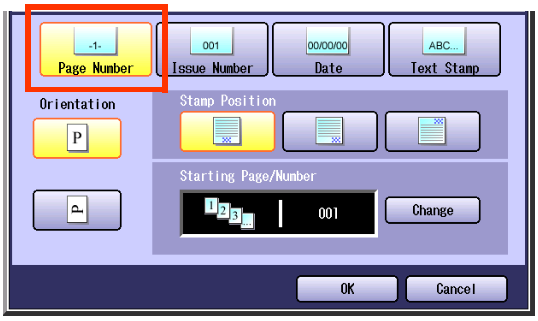
The original can be copied with page numbers printed.




NOTE

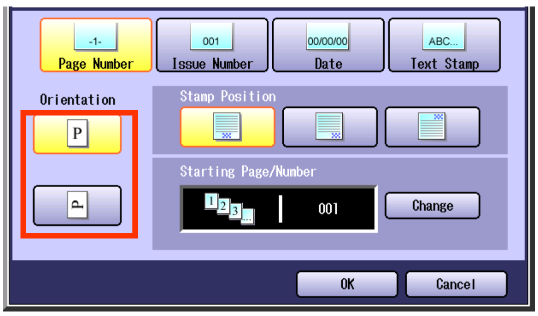
- The default is -n- (number) format. To change to n/m (number/maximum) format, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Make sure to select "**Sort**".

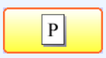
**1** Select "**Page Number**".



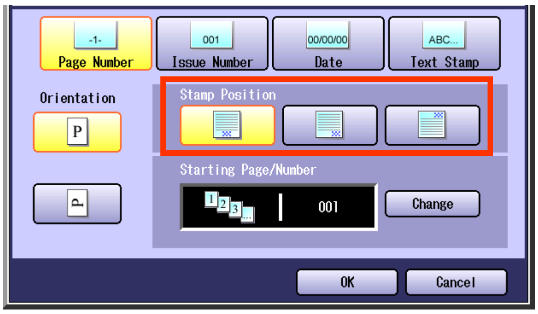

- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 61).

**2** Select the orientation of the original.



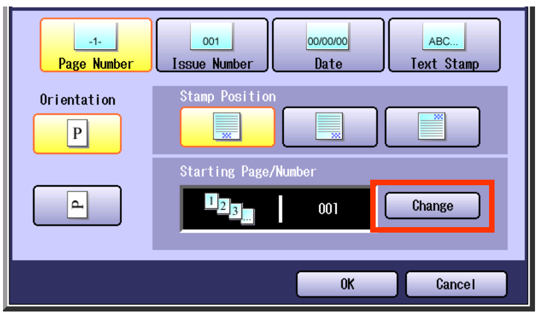

| | |
|---|---|
|  | Select the orientation of the original according to the orientation of its characters (vertical direction). |
|  | Select the orientation of the original according to the orientation of its characters (horizontal direction). |

**3** Select the stamping position.

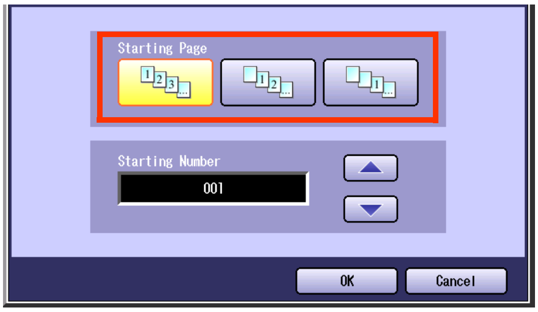



| | |
|---|---|
|  | The page number is printed on the bottom at the center. |
|  | The page number is printed on the bottom right side. |
|  | The page number is printed on the opposite side. |

**4** To change the start page, or start position, select "**Change**".

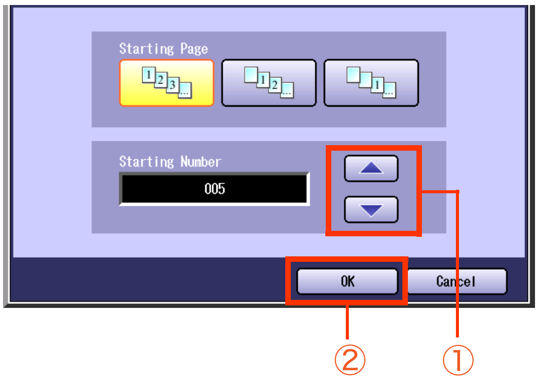


**5** If "**Change**" was selected in step 4, select the starting page or number.




| | |
|---|---|
|  | The page numbering starts from the first page. |
|  | The page numbering starts from the second page. |
|  | The page numbering starts from the third page. |

**6** Only the case of selecting "Change" in step 4, input the starting page number with "▲" and "▼", or the keypad, and then select "OK".

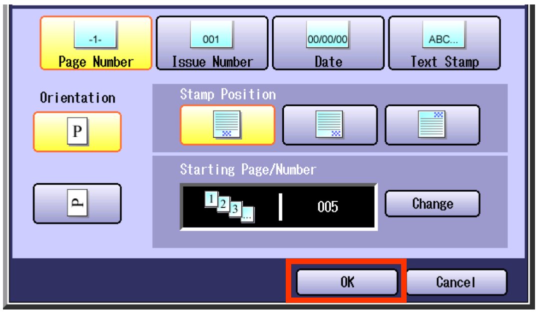



- Starting page number can be set from1 to 999.

| | |
|---|---|
|  | Each time it is selected, the number increments by 1. |
|  | Each time it is selected, the number declines by 1. |

- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 61).

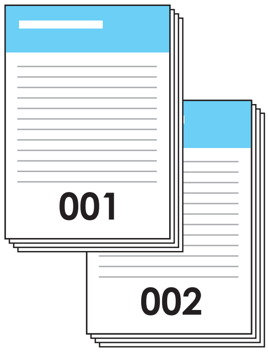
**7** Select "OK".




- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 61).

## ■ Issue Number

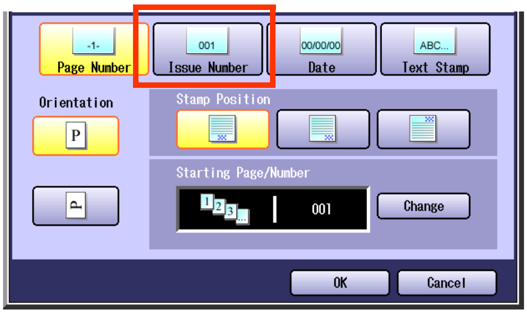
The original can be copied, and printed in consecutive numbers from 001 to 999.




NOTE

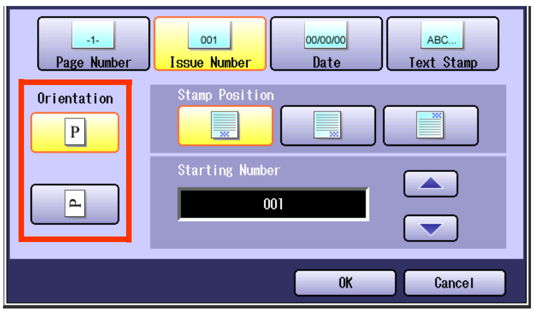
- The issue numbers can be set from 001 to 999. After 999, the number returns to 001.

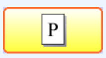
**1** Select “**Issue Number**”.



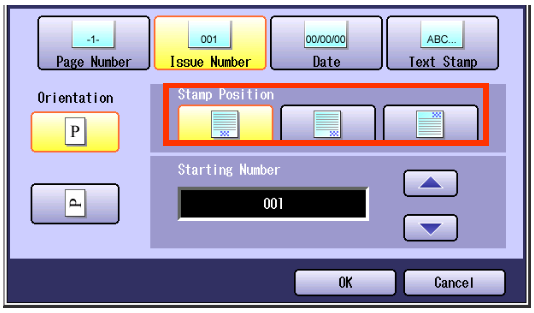

- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 61).

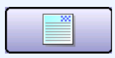
**2** Select the orientation of the original.



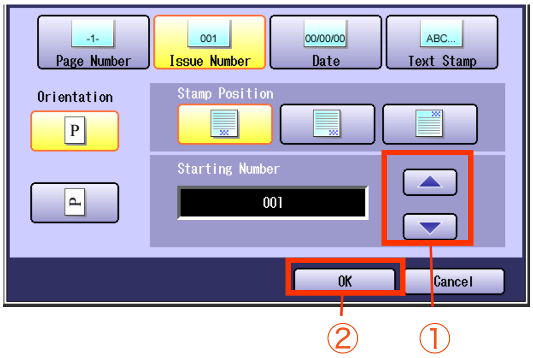

| | |
|---|---|
|  | Select the orientation of the original according to the orientation of its characters (vertical direction). |
|  | Select the orientation of the original according to the orientation of its characters (horizontal direction). |

**3** Select the stamping position of issue number.




| | |
|---|---|
|  | The issue number is printed on the bottom at the center. |
|  | The issue number is printed on the bottom right side. |
|  | The issue number is printed on the top opposite side. |

**4** Input the starting number of the issue number with "▲" and "▼", or the keypad, and then select "**OK**".

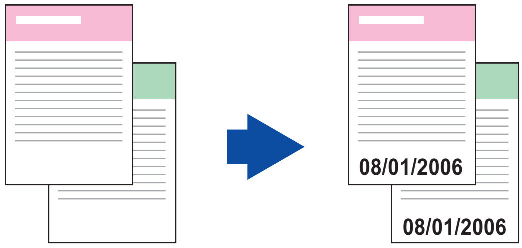



| | |
|---|---|
|  | Each time it is selected, the number increments by 1. |
|  | Each time it is selected, the number declines by 1. |

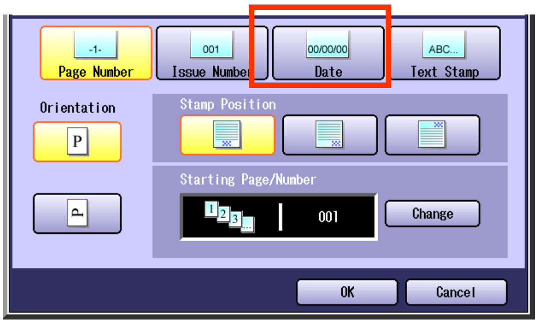
● For the following steps, refer to steps 5 to 6 in the the **Basic Operation for Stamping** (see page 61).

## ■ Date

The original can be copied with a printed date. The date is printed in MM/DD/YYYY format.

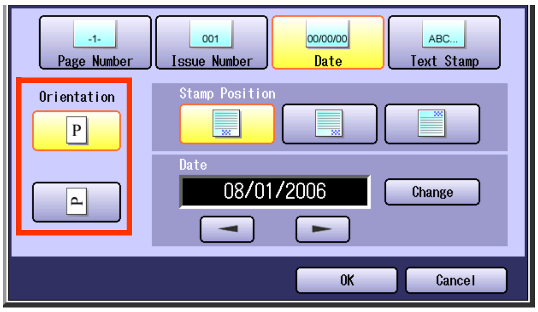


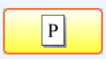

**1** Select "**Date**".



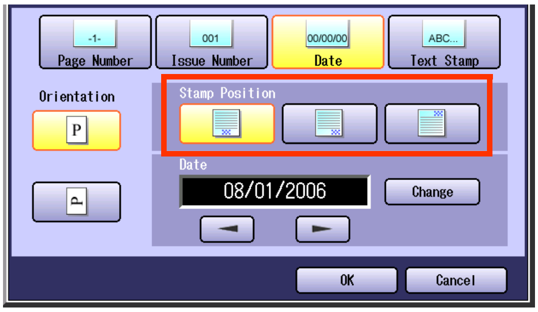

● To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 61).

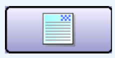
**2** Select the orientation of the original.




| | |
|---|---|
|  | Select the orientation of the original according to the orientation of its characters (vertical direction). |
|  | Select the orientation of the original according to the orientation of its characters (horizontal direction). |

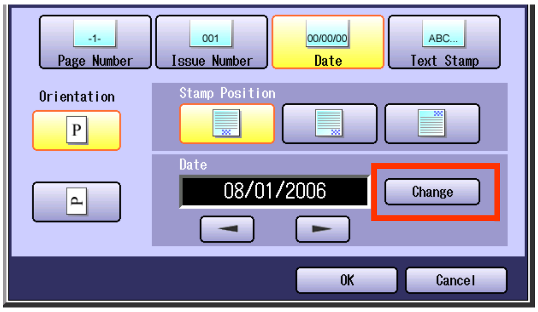
**3** Select the stamping position of the date stamp.




| | |
|---|---|
|  | The date is printed on the bottom at the center. |
|  | The date is printed on the bottom right side. |
|  | The date is printed on the opposite side. |

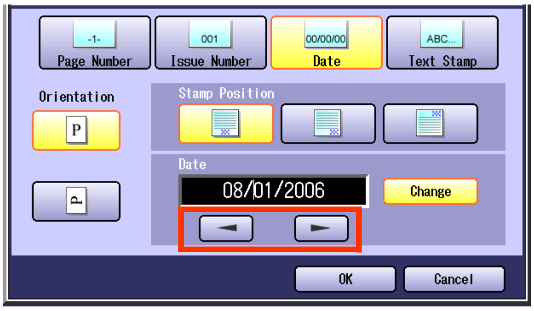
**4** To change the date, follow the steps below.

① Select "**Change**".



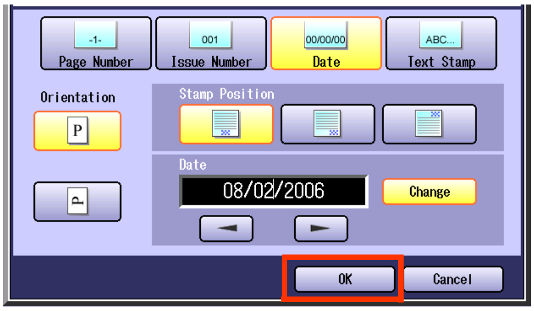

The cursor is displayed.

② Move the cursor to the desired position using  and  .




③ Update the date with the Keypad.

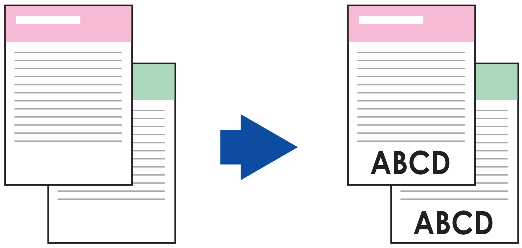
**5** Select “**OK**”.




- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 61).

## ■ Text Stamp

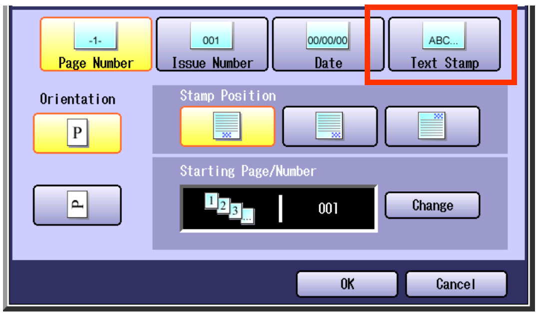
The original can be copied with printed text.




NOTE

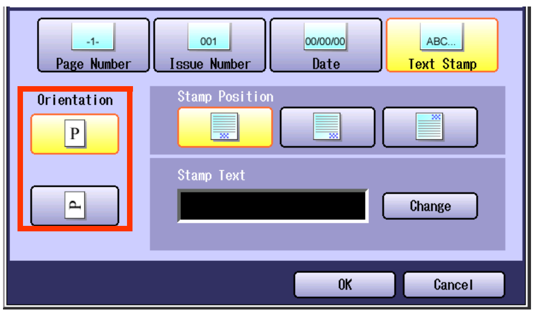
- Up to 32 characters, including A to Z, a to z, 0 to 9, symbols, @, . (Period), _ and space can be printed.
- The font size is 2.1 mm x 3.1 mm.

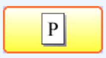
**1** Select “**Text Stamp**”.



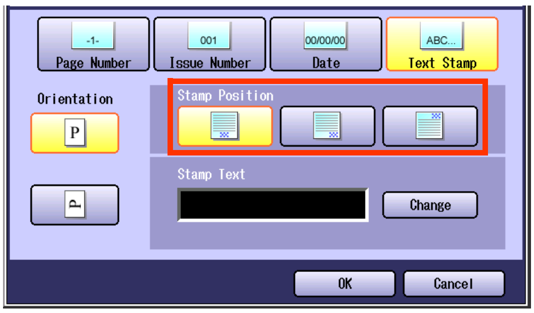

- To display this screen, refer to steps 1 to 4 of **Basic Operation for Stamping** (see page 61).

**2** Select the orientation of the original.



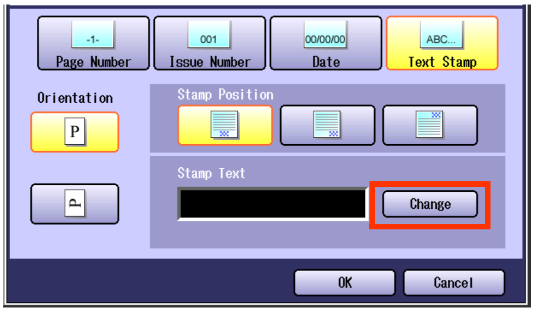

| | |
|---|---|
|  | Select the orientation of the original according to the orientation of its characters (vertical direction). |
|  | Select the orientation of the original according to the orientation of its characters (horizontal direction). |

**3** Select the stamping position of the text stamp.

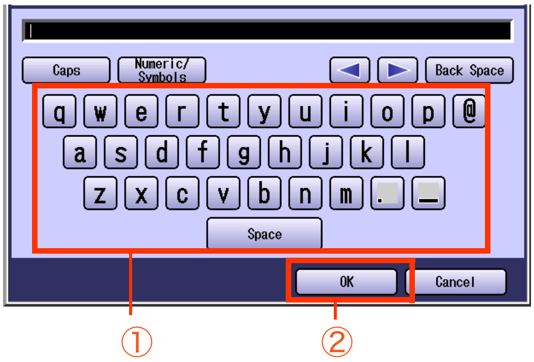



| | |
|---|---|
|  | The text stamp is printed on the bottom at the center. |
|  | The text stamp is printed on the bottom right side. |
|  | The text stamp is printed on the opposite side. |

**4** Select “**Change**”.

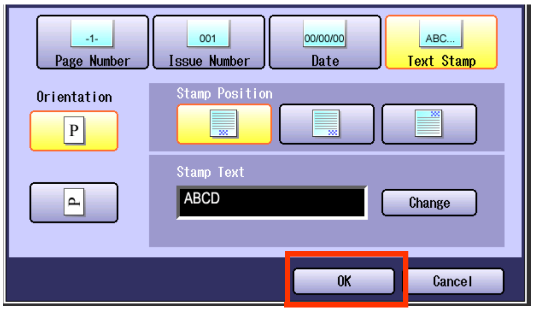


5 Input text, and then select “**OK**”.




- Up to 32 characters.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

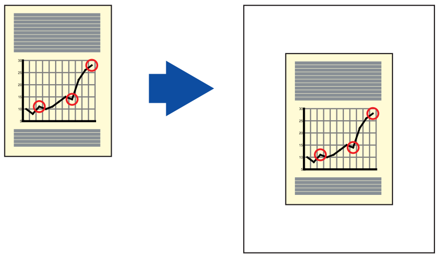
6 Select “**OK**”.




- For the following steps, refer to steps 5 to 6 in the **Basic Operation for Stamping** (see page 61).

## Centering

The copying image can be centered automatically on selected paper.



NOTE

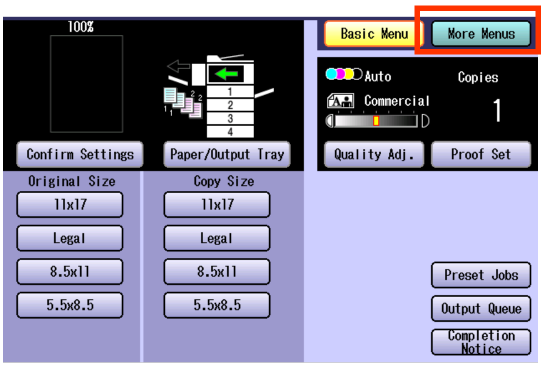
- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

**1** Open the ADF more than 45 degrees, and then place original(s) on the platen, leave it open.

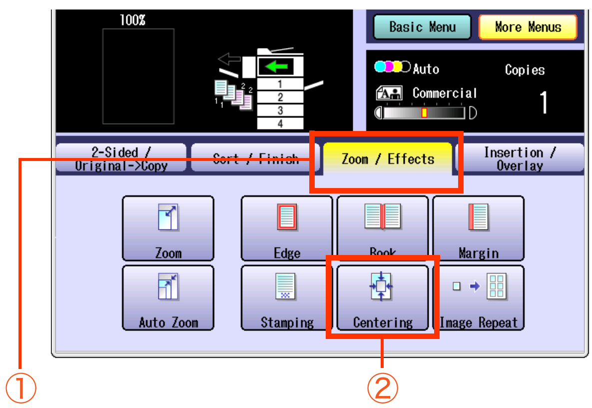
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

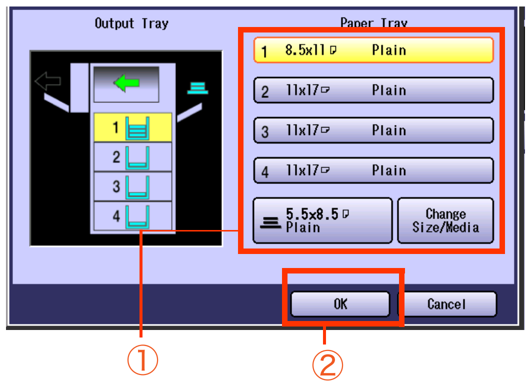
**3** Select "**More Menus**".




**4** Select "**Zoom / Effects**", and then select "**Centering**".




**5** Select the desired type of paper, and then select "**OK**".




**6** Enter the desired number of copies.

**7** Press the **Start** key.

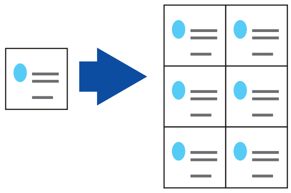
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Image Repeat

Create multiple images on the sheet from single original.

The minimum size of the original is 20 mm x 20 mm.



NOTE

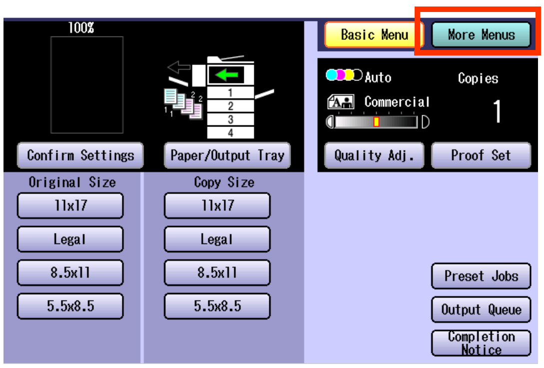
- You can change to have dotted lines printed between each copy images. Refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- This function can be selected when the original is placed on the platen.
- As the original is placed on the platen, the position of the original may be erroneously detected if influenced by ambient light.
- If the margin around the original is 5 mm wide or less, the original may not be correctly detected, and the copy image may be unclear.

**1** Open the ADF more than 45 degrees, and then place original(s) on the platen, leave it open.

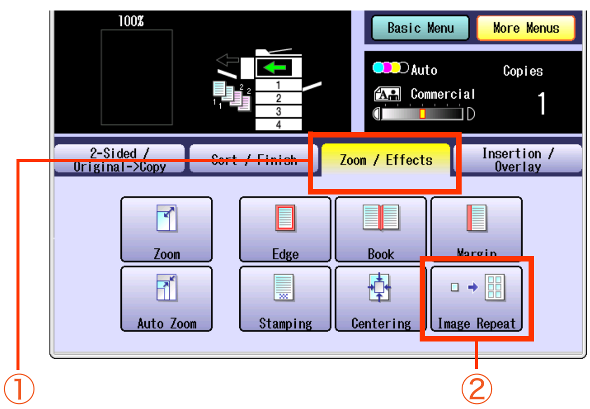
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

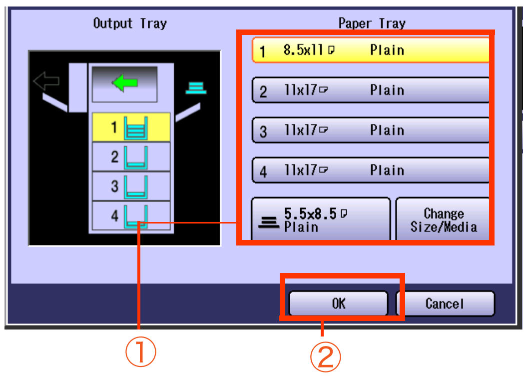
**3** Select "**More Menus**".




**4** Select "**Zoom / Effects**", and then select "**Image Repeat**".




**5** Select the desired type of paper, and then select "**OK**".




**6** Enter the desired number of copies.

**7** Press the **Start** key.

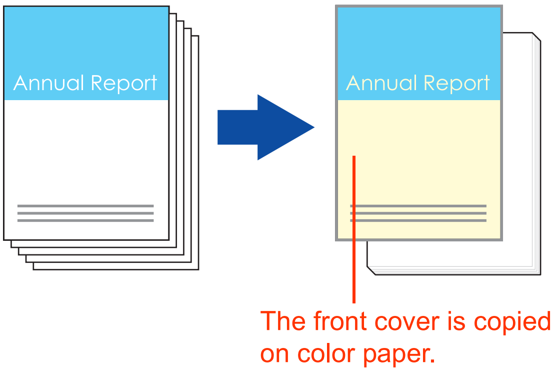
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Insertion Modes

## Add a Cover Page to Copies

The original can be copied using other types of paper as a Cover Page. Only the Front Cover, or Front and Back Covers can be selected.

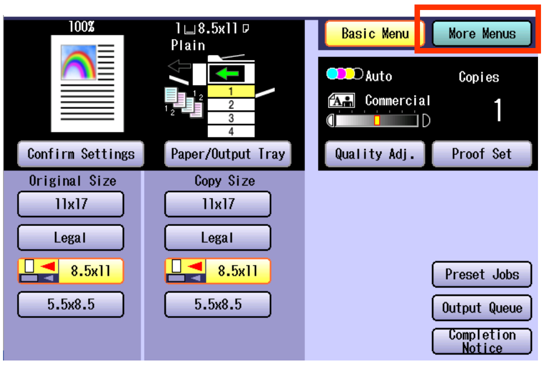



**1** Place original(s) on the ADF.

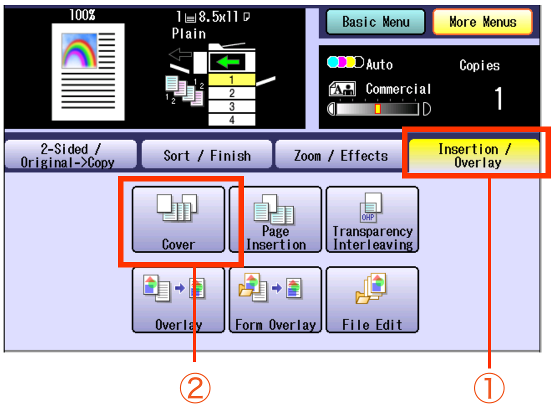
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

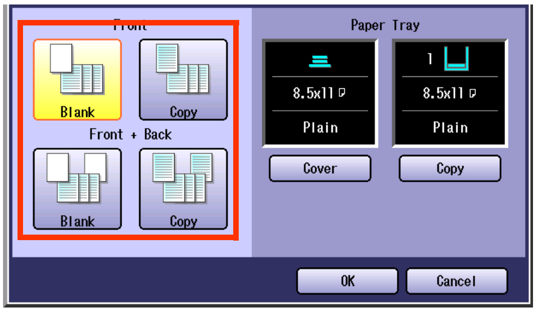
**3** Select "**More Menus**".




**4** Select "**Insertion / Overlay**", and then select "**Cover**".

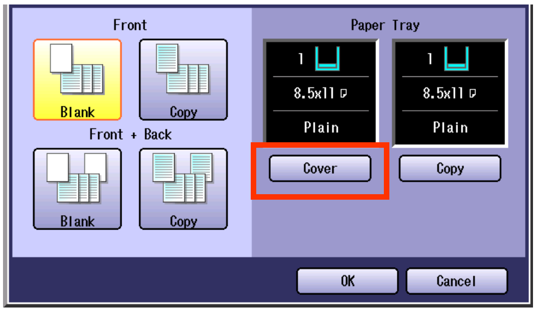


**5** Determine whether to copy the Front/ Back cover.



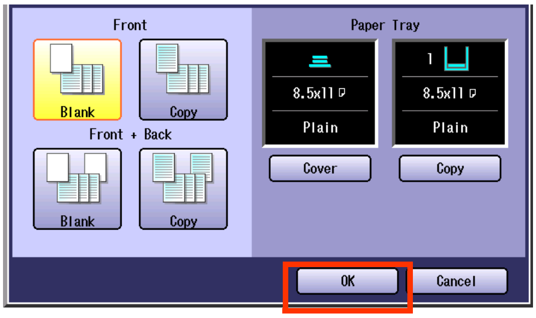

| | |
|---|---|
| **Front Blank** | Select to add a Blank Front Cover. |
| **Front Copy** | Select to add a Copied Front cover. |
| **Front+Back Blank** | Select to add a Blank Front and Back Cover. |
| **Front+Back Copy** | Select to add a Copied Front and Back Cover. |

**6** Select "**Cover**" until the paper tray to be used is displayed.




- When changing paper other than the cover page, press the **Copy** key, and change the paper tray.
- When using color paper for copying the cover page, place the paper in the Sheet Bypass beforehand and also select the type of paper that you will be using. If the type of paper is not selected properly, the quality of the image may become poor. Refer to the Operating Instructions (For Basic Operations) on the provided booklet.

**7** Select "**OK**".




**8** Enter the desired number of copies.

**9** Press the **Start** key.

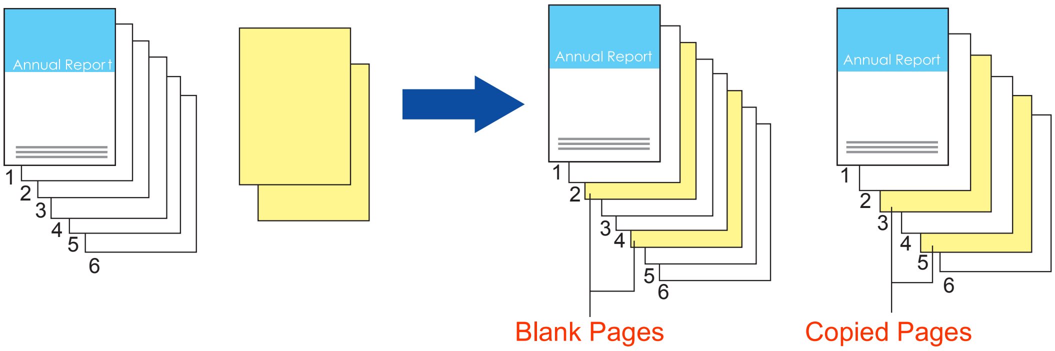
NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Inserts Blank/Copied Pages Between Copies

The original can be copied by inserting other types of paper between specified pages.

You can copy specified pages (including the cover page) on paper such as colored paper set in a Paper Tray, or on the Sheet Bypass.

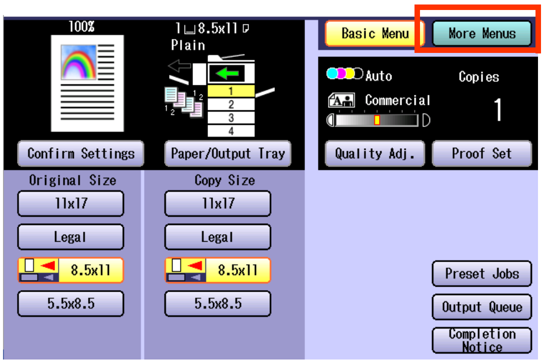



**1** Place original(s) on the ADF.

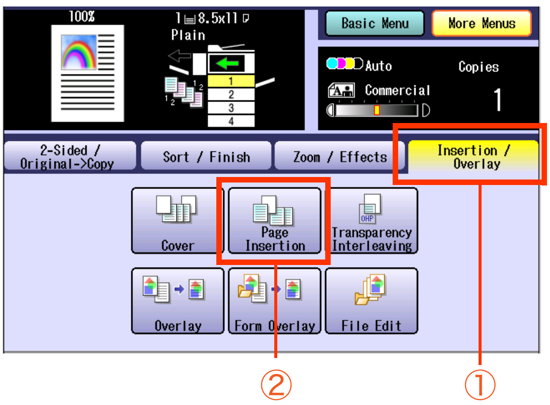
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

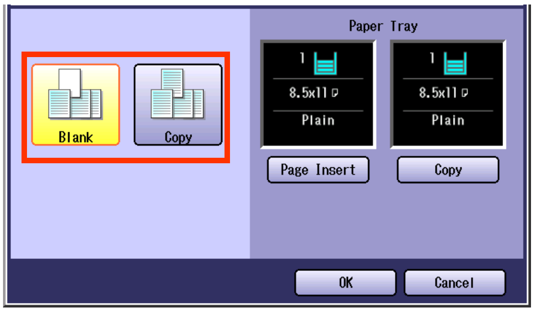
**3** Select "**More Menus**".




**4** Select "**Insertion / Overlay**", and then select "**Page Insertion**".

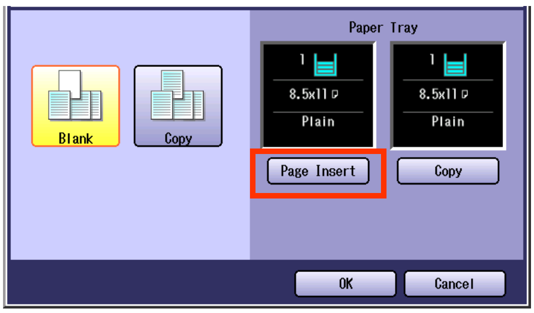



**5** Select the type of page to insert.



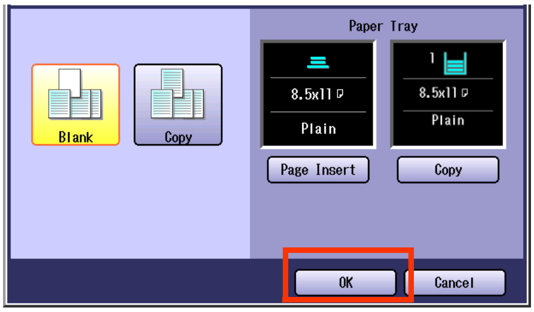

| | |
|---|---|
| **Blank** | Inserted page is Blank. |
| **Copy** | Copied insertion pages. |

**6** Select "**Page Insert**" until the paper tray to be used is displayed.

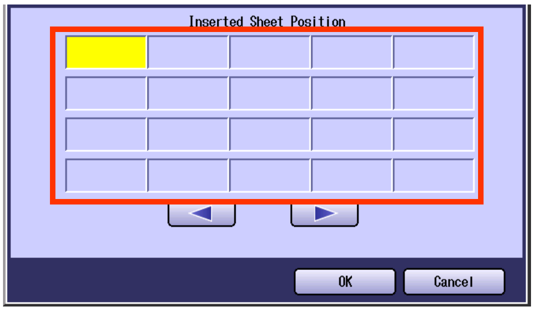



- When changing paper other than inserted pages, press the **Copy** key, and change the paper tray.
- When using color paper for copying the cover page, place the paper in the Sheet Bypass beforehand and also select the type of paper that you will be using. If the type of paper is not selected properly, the quality of the image may become poor. Refer to the Operating Instructions (For Basic Operations) on the provided booklet.

**7** Select “**OK**”.



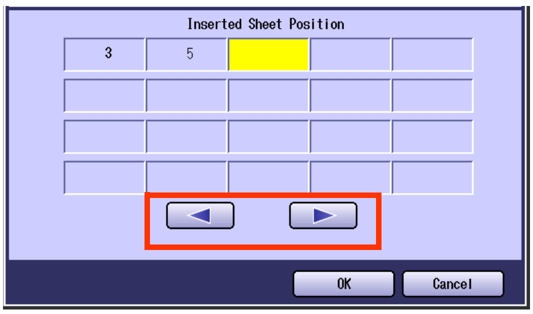

**8** Input the page numbers with keypad where the insertion pages are placed.





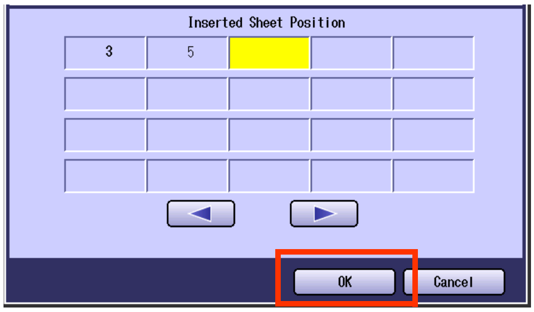


**9** Select  to enter the following page numbers where the insertion pages are placed.




- By selecting  and , move cursor to enter the insertion page numbers.
- Up to 20 insertion page numbers can be entered.

**10** Select “**OK**”.



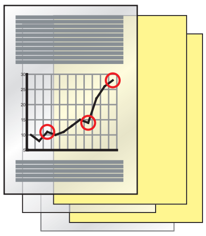

**11** Enter the desired number of copies.

**12** Press the **Start** key.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Inserts Blank Pages Between Transparency Film

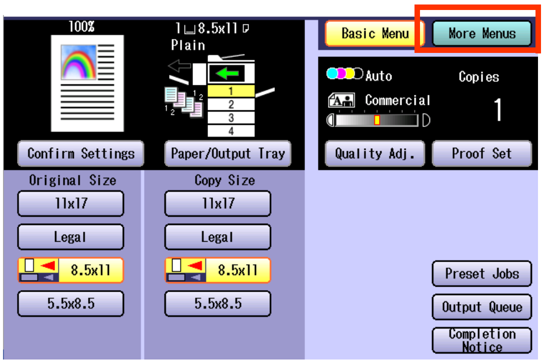


**1** Place original(s) on the ADF.

● Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

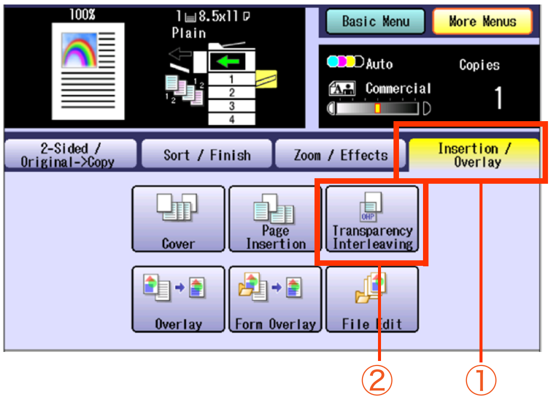
**3** Select "**More Menus**".



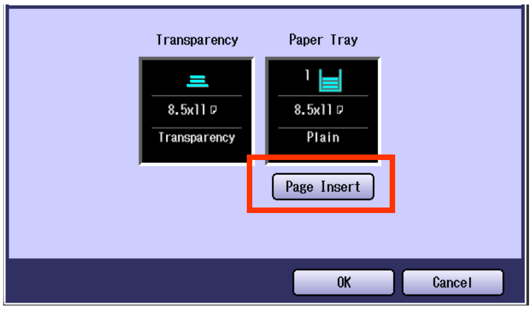

**4** Place the Transparency Film on the Sheet Bypass.

● How to using Sheet Bypass and changing the Printing Media, refer to **Adding Paper <Printing Media>** in the Operating Instructions (For Basic Operations) of provided booklet.

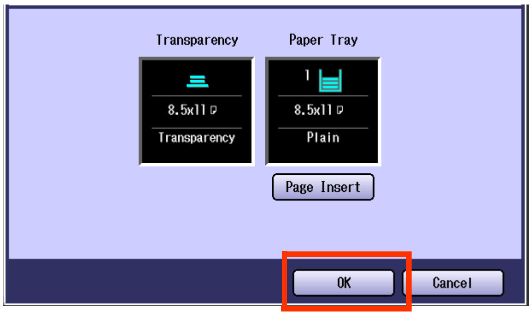
**5** Select "**Insertion / Overlay**", and then select "**Transparency Interleaving**".




**6** When changing the paper to be inserted between Transparency Film, select "**Page Insert**" until the paper tray you want to use is displayed.




**7** Select "**OK**".




**8** Enter the desired number of copies.

**9** Press the **Start** key.

NOTE

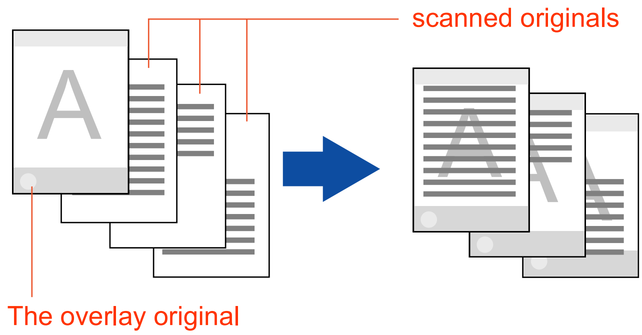
● After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

**Memo**

# Overlay Modes

## Overlaying an Image Onto the Copies

The original can be overlaid with the first page of the original.
The first page is called the overlay original, and the second page onwards are called the scanned original, respectively.




NOTE

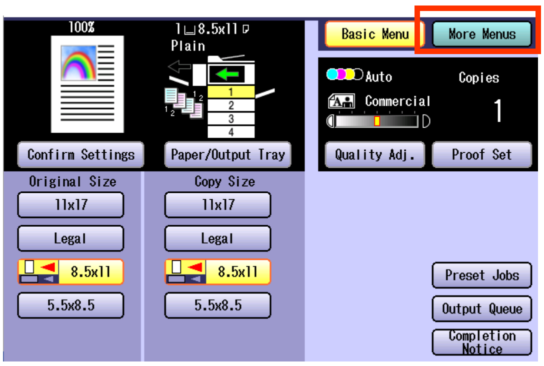
- The size available for both of the overlay original, and the scanned original is 8.5" x 11".
- "**Auto**" cannot be selected in color mode.
- When "**Margin**" is selected, a binding margin is also set for the overlay original.
- When "**Cover**" or "**Page Insertion**" is selected, if the cover page and insertion pages are not set to be copied, the overlay is not executed for Blank pages. If these pages are set to be copied, the overlay is executed for copied pages.
- If Hard Disk Drive is not installed, this function is not available.
  (Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)

**1** Place original(s).

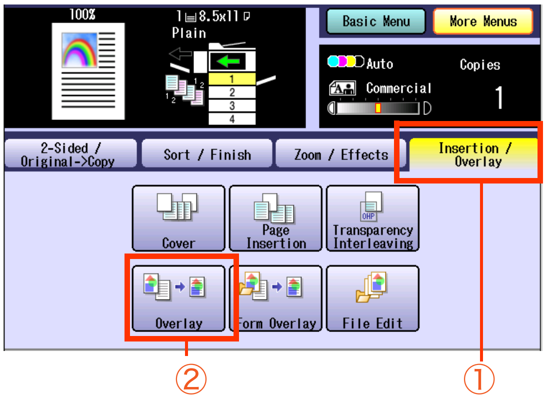
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select "**More Menus**".

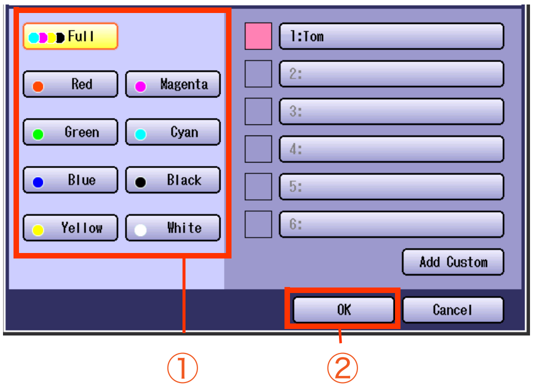



**4** Select "**Insertion / Overlay**", and then select "**Overlay**".

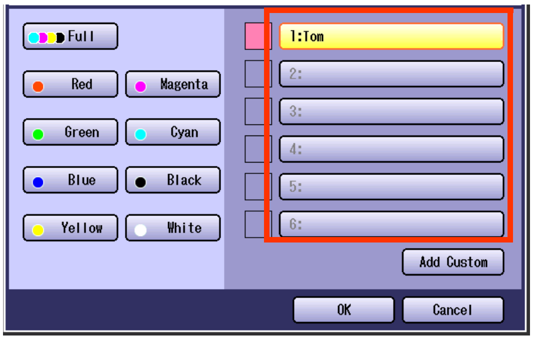


**5** Select the color of the overlay original from the basic colors, and registered custom colors, and then select "**OK**".

❑ When selecting from the basic colors

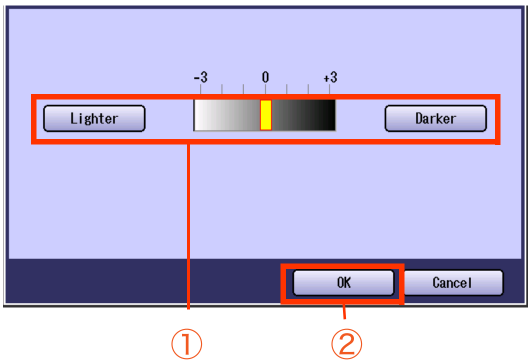



❑ When selecting from the registered custom colors



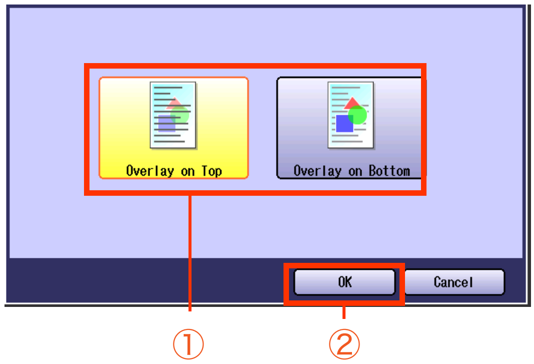

- If "**Add Custom**" is selected, Change Color Add Custom screen is displayed, and colors can be registered. Refer to the **New Color Registration** (see page 14)

**6** Adjust the overlay density with "**Lighter**", and "**Darker**", and then select "**OK**".




| | |
|---|---|
| **Lighter** | Overlay density level is decreased. |
| **Darker** | Overlay density level is increased. |

**7** Select the overlay position, and then select "**OK**".



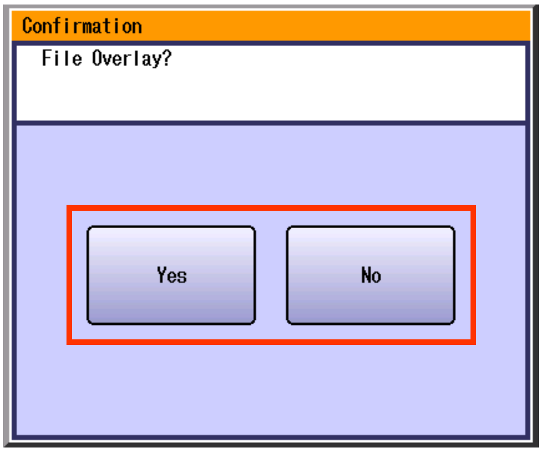

| | |
|---|---|
| Overlay on Top | Copied with the scanned original overlaid on the overlay original. |
| Overlay on Bottom | Copied with the overlay original overlaid on the scanned original. |

**8** Enter the desired number of copies.

**9** Press the **Start** key.

- When the overlay copying is completed, the overlay original registration confirmation screen is displayed.
- When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

**10** Select "**Yes**" or "**No**".

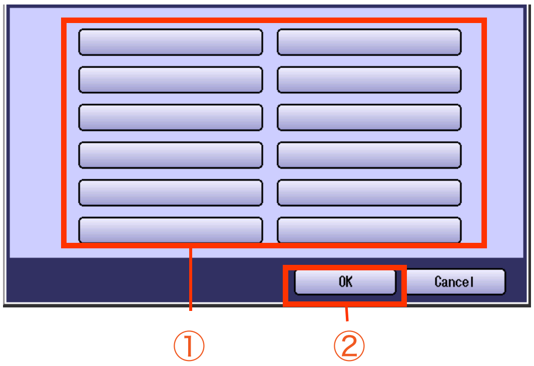



| | |
|---|---|
| **Yes** | Register the overlay image. |
| **No** | Clear the overlay image. |

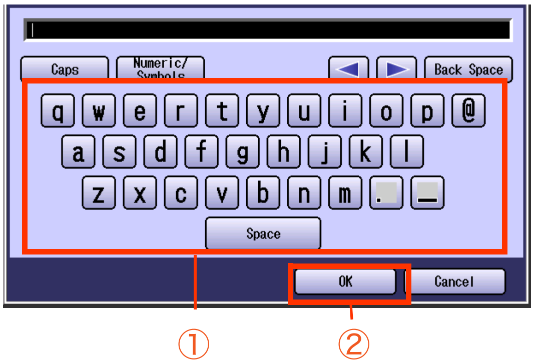
Continue on the next page... 

**11** Determine where to register the overlay original.

**12** Select a desired button has no names registered, and then select “**OK**”.



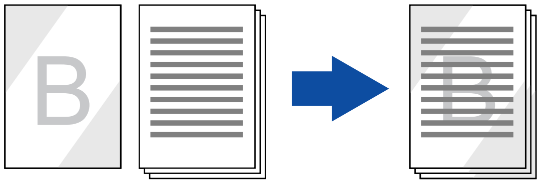

**13** Input the button name with Keyboard, and then select “**OK**”.




- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on provided CD-ROM.

## Overlay Copying with Registered Image

Overlay an image stored in memory onto the copy.



Form    The scanned original

NOTE

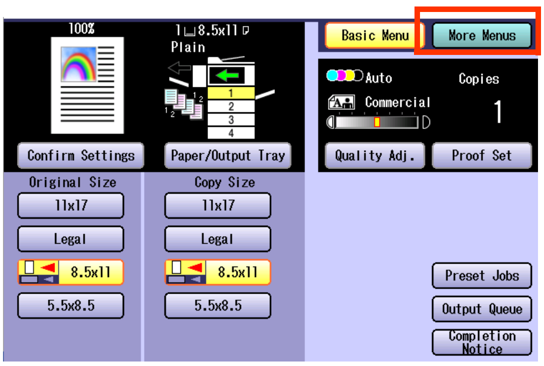
- Available size is 8.5" x 11".
- “**Auto**” cannot be selected in color mode.
- If the orientation of the original is different from the form, the original is copied by automatically rotating when overlaid.
- If enlargement or reduction is selected using “**Zoom**” or the paper size setting, the size of the original is enlarged or reduced according to the setting. However, the size of the form is not enlarged or reduced.
- When “**Edge**” or “**Book**” is selected, the edge erasing function and the center erasing function are not executed for the overlay original.
- When “**Margin**” is selected, a binding margin is also effective for the overlay original.
- If “**Blank**” is selected for “**Cover**” or “**Page Insertion**” setting, overlay will not be executed. The image overlay is executed for “**Copy**” pages in stead.
- Note that if the power is turned OFF when Hard Disk Drive is not installed, the overlay image is erased. (Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)

**1** Place original(s).

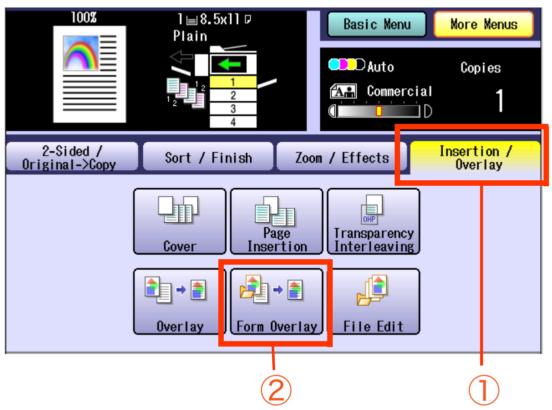
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select “**More Menus**”.

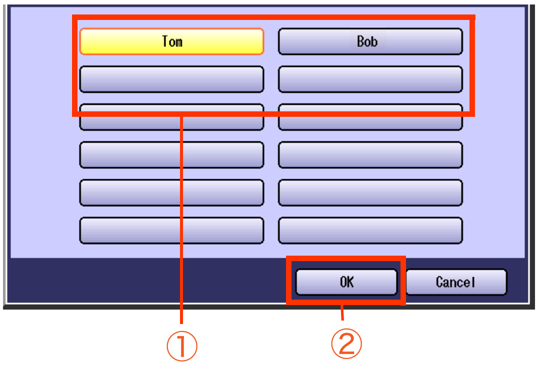



**4** Select “**Insertion / Overlay**”, and then select “**Form Overlay**”.




Continue on the next page...

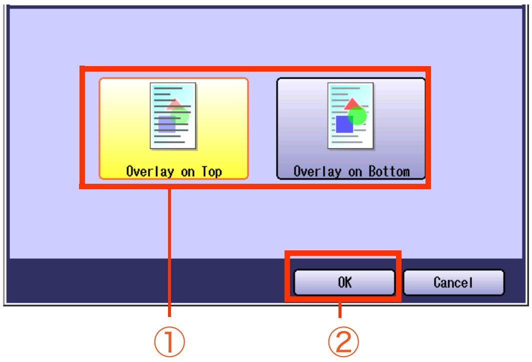
**5** Select the registered form, and then select "**OK**".




● For the details about how to register the form, refer to the **Save** (see page 83).

● When Hard Disk Drive is not installed, the screen of step 5 is not displayed.
(Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)

**6** Set the order of overlay form, and the scanned original, and then select "**OK**".




| | |
|---|---|
| **Overlay on Top** | Copied with the scanned original overlaid on the form. |
| **Overlay on Bottom** | Copied with the form overlaid on the scanned original. |

**7** Enter the desired number of copies.

**8** Press the **Start** key.

● When copying from the Platen Glass, place the next original, and follow the instructions described on the touch panel display.

NOTE

● After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# File Edit

Up to 12 editing functions are available in the Form Overlay Feature.

NOTE

- Refer to the **Overlay Copying with Registered Image** (see page 81)
- If Hard Disk Drive is installed, an image can be stored.
  (Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)

## ■ Save

NOTE

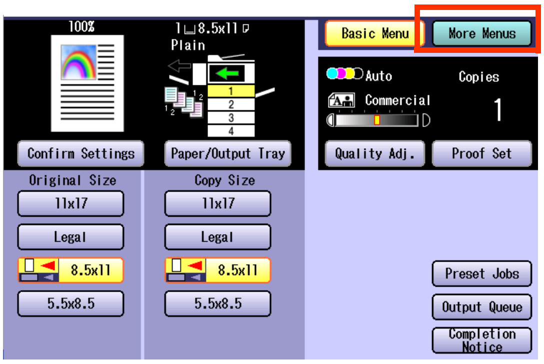
- If no optional hard disk drive is installed, only 1 form can be registered, and the title cannot be entered. When the power is turned OFF, the form will be deleted.
  (Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)
- The size of the original, which can be registered in the form, is 8.5" x 11".
- After the registration, the form transparency level and the specified colors cannot be changed.
- "**Auto**" cannot be selected in the color mode.

**1** Place the original for overlay form.

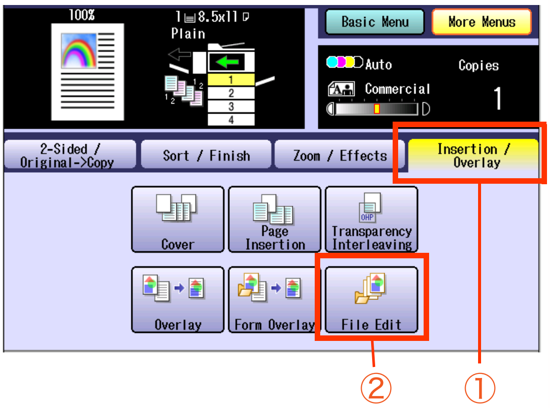
- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

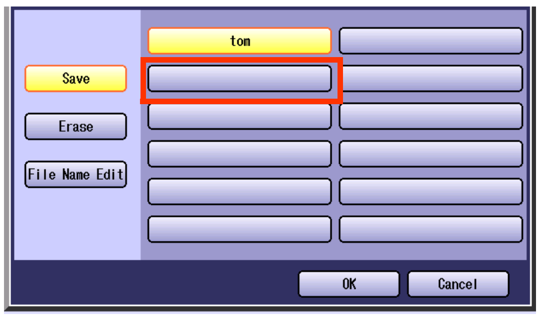
**3** Select "**More Menus**".




**4** Select "**Insertion / Overlay**", and then select "**File Edit**".

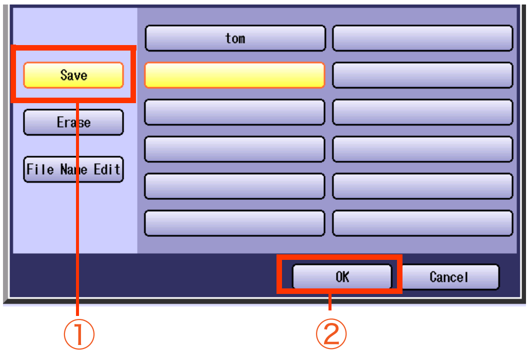



**5** Select the button, that has no file name.



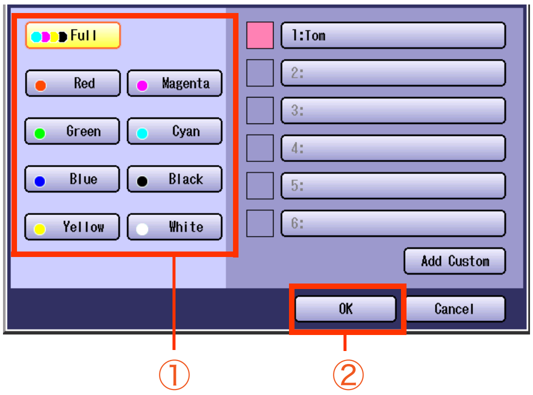

Continue on the next page... 

**6** Select "**Save**", and then select "**OK**".

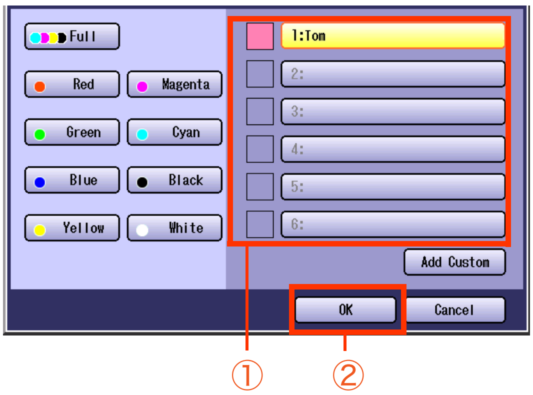



**7** Select the specified colors of the form from basic/custom, and then select "**OK**".

❑ When selecting from the basic colors

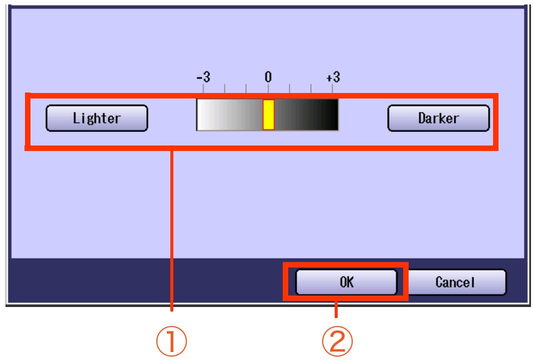



❑ When selecting from the registered custom colors



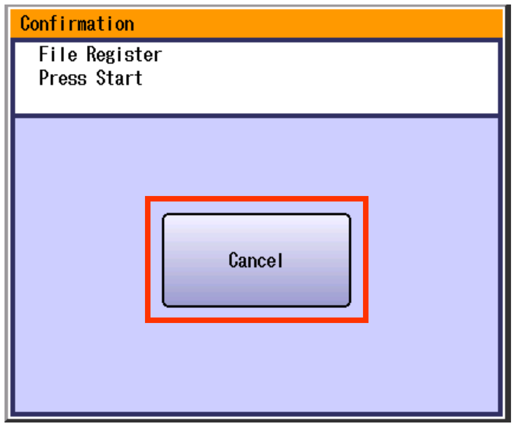

● If "**Add Custom**" is selected, Add Custom screen is displayed, and colors can be registered as **New Color Registration** (see page 14)

**8** Adjust the overlay level with "**Lighter**" and "**Darker**", and then select "**OK**".



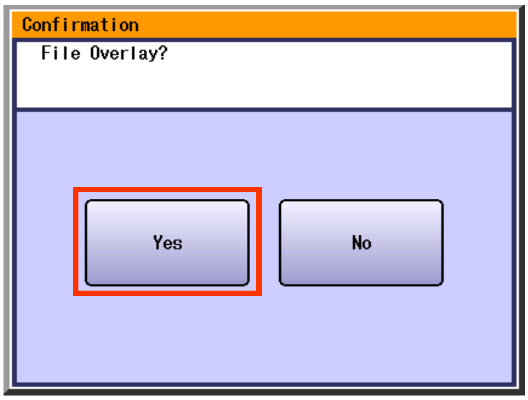

| | |
|---|---|
| **Lighter** | Overlay level is decreased. |
| **Darker** | Overlay level is increased. |

● If cancel to save the overlay form, select "**Cancel**".




**9** Press the **Start** key.

**10** Select "**Yes**".



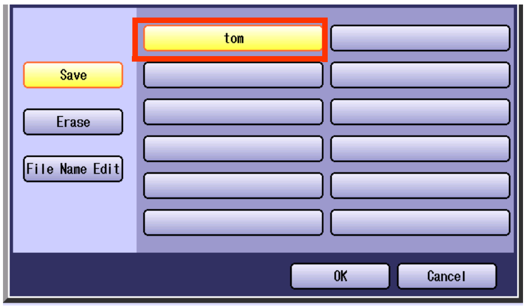
**11** Input the file name, and then select "**OK**".




- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- After completing the editing of the file name, press the Reset key to return to the initial screen of the current active mode.

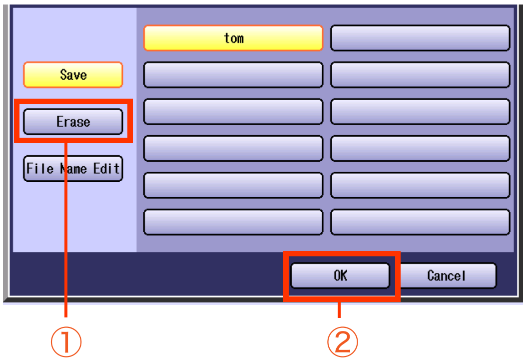
## Erase

**1** Select the file name to be deleted.

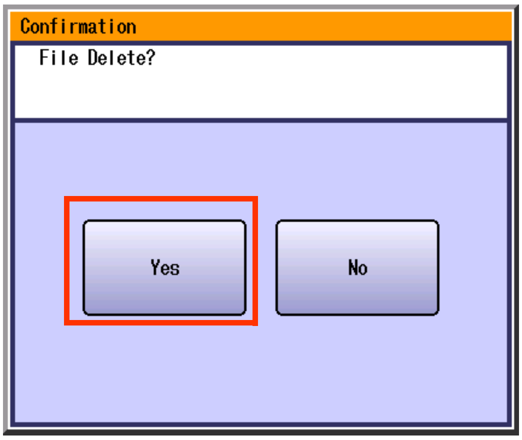



- To display File Edit screen, refer to steps 2 to 4 in **Save** (see page 83).

**2** Select "**Erase**", and then "**OK**".




**3** Select "**Yes**".




- After completing the deletion of the form, press the **Reset** key to cancel the settings.

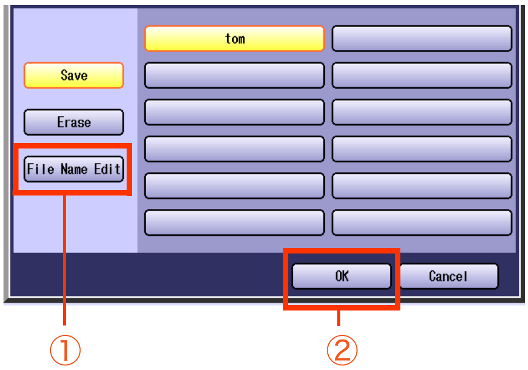
## File Name Edit

**1** Select the file name to be edited.




- To display File Edit screen, refer to steps 2 to 4 in **Save** (see page 83).

**2** Select "**File Name Edit**", and then "**OK**".




**3** Change the file name, and then select "**OK**".




- Up to 20 characters can be entered.
- For instructions on how to enter characters, refer to **Using the Keyboard** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- After completing the editing of the file name, press the **Reset** key to return to the initial screen of the current active mode.

**Memo**

# Making Copies with the ADF Opened

The original can be copied without generating dark borders even if the ADF is opened.

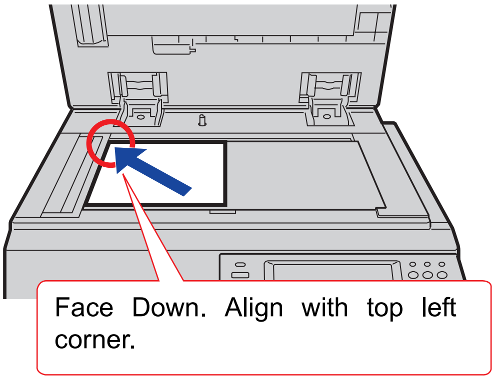
## Skyshot Mode

Skyshot Mode can be selected in the standard settings.

NOTE

- When “**2 Page**” or “**N in 1**” is selected, only “**Normal**” can be set in Skyshot Mode.
- If there is a white margin, less than 5 mm around the original, the edge of the copy may come out abnormal (white lines/streaks). To avoid the problem, change the setting of “**Digital Skyshot Mode**” to “**No**”. For setting of “**Digital Skyshot Mode**”, refer to **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.

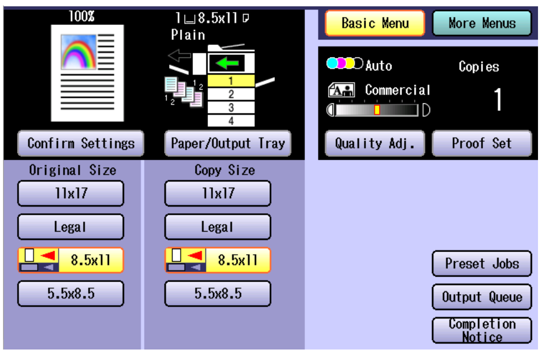
**1** Open the ADF more than 45 degrees, and then place the original on the Platen Glass, leaving it open.




- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select copy features if necessary.




**4** Enter the desired number of copies.

**5** Press the **Start** key.

- Place the next original, and follow the instructions described on the touch panel display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

## Manual Skyshot Mode

Copying with pre-registered scan size into memory.

NOTE

- Before using the Manual Skyshot Mode, please set M1 or M2 in the preset jobs. Refer to the **Copier Settings** in the Operating Instructions (For Function Parameters) on the provided CD-ROM.
- Originals with black borders may not be copied properly.
- If Manual Skyshot Mode is selected in “**Sort**”, “**Shift-Sort**”, “**Rotate-Sort**” or “**Staple-Sort**”, the setting is automatically changed to “**Non Sort**”.

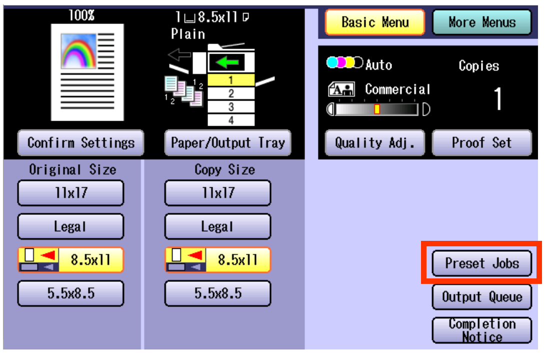
**1** Open the ADF, and then place the original on the Platen Glass, leaving it open.

- Refer to **Placing Originals (Copy)** in the Operating Instructions (For Basic Operations) of provided booklet.

**2** Press the **Copy** key if the machine is set to other function mode.

**3** Select copy features if necessary.

**4** Select “**Preset Jobs**” on the Basic Menu screen.




**5** Select the original size from either “**M1:**” or “**M2:**”.

**6** Enter the desired number of copies.

**7** Press the **Start** key.

- Place the next original, and follow the instructions described on the touch panel display.

NOTE

- After finishing copying, press the **Reset** key to return to the initial screen of the current active mode.

# Reserving the Next Copy Job While the Current Copy Job is Progressing

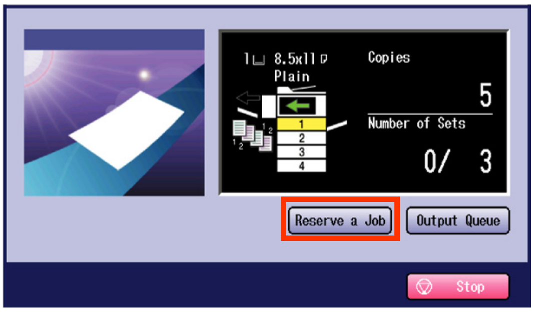
The next copy job can be reserved while the current copy job is under way.

NOTE

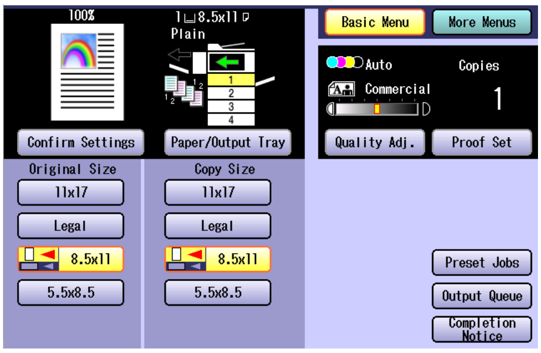
If Hard Disk Drive is not installed, this function is not available.
(Hard Disk Drive has been equipped normally with DP-C354/C264. It is optional equipment for DP-C323/C263/C213.)

**1** Place the next original while copying current job.

**2** Select "**Reserve a Job**".




**3** Select copy features if necessary.




**4** Enter the desired number of copies.

**5** Press the **Start** key.

- While the current job is progressing, the next copy job will be scanned and stored into the Hard Disk Drive.

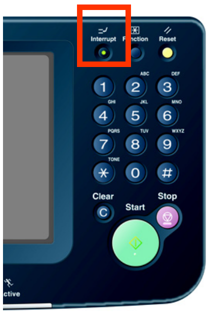
# Interrupt the Current Copy Jobs to Make an Urgent Copy

You can interrupt the current copy jobs, and make an urgent copy.

NOTE

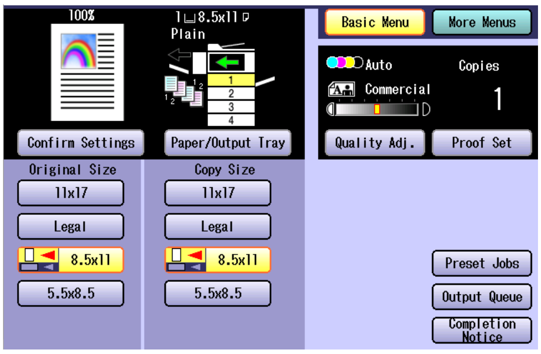
● When scanning the current copy job, other copy jobs cannot be interrupted.

**1** Press the **Interrupt** key while copying.




**2** Place original(s).

**3** Select copy features if necessary.




**4** Enter the desired number of copies.

**5** Press the **Start** key.

**6** Repeat steps 2 to 5, to start the urgent copy job.

**7** When the copy operation is completed, press the **interrupt** key again.

The screen returns to the previous copy mode.




**8** Press the **Start** key to resume the previous copying operation.

# Combined Copy Functions

| Initially Set Functions \ Newly Set Functions | 1 -> 2 | 2 -> 1 | 2 -> 2 | 2Page | Book -> 2 | N in 1 | Booklet | Multi-Size Feed | Job Build & SADF | Sort | Non Sort | Shift-Sort | Shift-Group | Rotate-Sort | Rotate-Group | Staple-Sort | Punch | Zoom | Auto Zoom |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1 -> 2** | / | A | A | A | A | A | A | x | | | | | | | | | | | |
| **2 -> 1** | A | / | A | A | A | A | A | x | | | | | | | | | | | x |
| **2 -> 2** | A | A | / | A | A | A | A | x | | | | | | | | | | | x |
| **2Page** | A | A | A | / | A | A | A | x | | | | | | | | | | | x |
| **Book -> 2** | A | A | A | A | / | A | A | x | | | | | | | | | | | x |
| **N in 1** | A | A | A | A | A | / | A | x | | | | | | | | | | | x |
| **Booklet** | A | A | A | A | A | A | / | x | | x | x | x | x | x | x | x | x | | x |
| **Multi-Size Feed** | x | x | x | x | x | x | x | / | x | | | | | *1 | *1 | | | | x |
| **Job Build & SADF** | | | | | | | | x | / | | | | | | | | | | x |
| **Sort** | | | | | | | A | | | / | A | A | A | A | A | A | | | |
| **Non Sort** | | | | | | | A | | | A | / | A | A | A | A | A | | | |
| **Shift-Sort *1** | | | | | | | A | | | A | A | / | A | A | A | A | A | | |
| **Shift-Group *1** | | | | | | | A | | | A | A | A | / | A | A | A | A | | |
| **Rotate-Sort** | | | | | | | A | *1 | | A | A | A | A | / | A | A | x | | A |
| **Rotate-Group** | | | | | | | A | *1 | | A | A | A | A | A | / | A | x | | x |
| **Staple-Sort *1** | | | | | | | *2 | | | A | A | A | A | A | A | / | | | |
| **Punch *1** | | | | | | | A | | | | | | | x | x | | / | | |
| **Zoom** | | | | | | | | | | | | | | | | | | / | A |
| **Auto Zoom** | | x | x | A | A | A | x | A | x | | | | | x | x | | | A | / |
| **Edge** | | | | | | | | | | | | | | | | | | | x |
| **Book** | | | | | | x | x | | | | | | | | | | | | x |
| **Margin** | | | | | | | x | | | | | | | | | | | | x |
| **Stamping** | | | | x | x | | | | | | *3 | | *3 | | *3 | | | | x |
| **Centering** | | x | x | A | A | A | x | A | x | | | | | x | x | | | | |
| **Image Repeat** | A | x | x | A | A | A | x | A | x | | | | | x | x | | | | x |
| **Cover** | | | | x | x | x | x | x | x | | x | | x | x | x | | | | x |
| **Page Insertion** | | | | x | x | x | x | x | x | | x | | x | x | x | | | | x |
| **Transparency Interleaving** | x | | x | x | x | x | x | x | x | x | | x | x | x | x | x | x | | x |
| **Overlay** | | | | x | x | x | x | x | | | | | | | | | | x | x |
| **Form Overlay** | | | | x | x | x | x | x | | | | | | | | | | x | x |
| **Digital Sky Shot** | | x | x | | | | x | x | x | | | | | | x | | | | |
| **Manual Sky Shot** | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | | x |
| **Completion Notice** | | | | | | | | | | | | | | | | | | | |
| **Interrupt** | | | | | | | | | | | | | | | | | | | |
| **Proof Copy** | | | | | | | | | | | | | | | | | | | |
| **Double Exposure** | x | x | x | x | x | x | x | x | x | | | | | | x | | | | x |

Blank: Combined setting is available.
x: Combined setting is not available.
A: Next Selection is Carried Out.
/: Not available.

*1: Setting is possible only when the paper size is the same.
*2: “**Saddle Stitch**” is set.
*3: When the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group can not be selected.

| Initially Set Functions \ Newly Set Functions | Edge | Book | Margin | Stamping | Centering | Image Repeat | Cover | Page Insertion | Transparency Interleaving | Overlay | Form Overlay | Digital Sky Shot | Manual Sky Shot | Completion Notice | Interrupt | Proof Copy | Double Exposure |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1 -> 2** | | | | | | x | | | A | | | | A | | A | | A |
| **2 -> 1** | | | | | x | x | | | | | | x | A | | A | | A |
| **2 -> 2** | | | | | x | x | | | A | | | x | A | | A | | A |
| **2Page** | | | | x | x | x | A | A | A | x | x | | A | | A | | A |
| **Book -> 2** | | | | x | x | x | A | A | A | x | x | | A | | A | | A |
| **N in 1** | | x | | | x | x | A | A | A | x | x | | A | | A | | A |
| **Booklet** | | x | x | | x | x | A | A | A | x | x | x | A | | A | | A |
| **Multi-Size Feed** | | | | | x | x | A | A | A | x | x | x | A | | A | | A |
| **Job Build & SADF** | | | | | x | x | A | A | A | | | x | A | | A | | A |
| **Sort** | | | | | | | | | A | | | | A | | A | | A |
| **Non Sort** | | | | *3 | | | A | A | | | | | A | | A | | A |
| **Shift-Sort *1** | | | | | | | | | A | | | | A | | A | | A |
| **Shift-Group *1** | | | | *3 | | | A | A | A | | | | A | | A | | A |
| **Rotate-Sort** | | | | | A | A | A | A | A | | | | A | | A | | A |
| **Rotate-Group** | | | | *3 | x | x | A | A | A | | | x | A | | A | | A |
| **Staple-Sort *1** | | | | | | | | | A | | | | A | | A | | A |
| **Punch *1** | | | | | | | | | A | | | | A | | A | | A |
| **Zoom** | | | | | | | | | | A | A | | A | | A | | A |
| **Auto Zoom** | x | x | x | x | | x | x | x | x | A | A | | A | | A | | A |
| **Edge** | / | | | | x | A | | | | | | | A | | A | | A |
| **Book** | | / | | | x | A | | | | | | | A | | A | | A |
| **Margin** | | | / | | x | A | | | | | | | A | | A | | A |
| **Stamping** | | | | / | x | x | | | | | | x | A | | A | | A |
| **Centering** | x | x | x | x | / | A | x | x | x | A | A | | A | | A | | A |
| **Image Repeat** | x | x | x | x | A | / | x | x | x | A | A | | A | | A | | A |
| **Cover** | | | | | x | x | / | | A | | | x | A | | A | | A |
| **Page Insertion** | | | | | x | x | | / | A | | | x | A | | A | | A |
| **Transparency Interleaving** | | | | | x | x | A | A | / | | | x | A | | A | | A |
| **Overlay** | | | | | x | x | | | | / | A | | A | | x | | A |
| **Form Overlay *2** | | | | | x | x | | | | A | / | | A | | x | | A |
| **Digital Sky Shot** | | | | x | | | x | x | x | | | / | A | | | | A |
| **Manual Sky Shot** | | | | | x | x | x | x | x | x | x | x | / | | A | | A |
| **Completion Notice** | | | | | | | | | | | | | | / | | | |
| **Interrupt** | | | | | | | | | | | | | x | | / | | x |
| **Proof Copy** | | | | | | | | | | | | | | | A | / | |
| **Double Exposure** | | x | | | x | x | x | x | x | x | x | | A | | A | | / |

Blank: Combined setting is available.
x: Combined setting is not available.
A: Next Selection is Carried Out.
R: When the function initially set is set again, the function itself will be canceled.
/: There is no combination.

*1: Settings are possible when the optional finisher is installed.

| | DA-FS320 | DA-FS325 |
|---|---|---|
| Rotate-Sort | Not Available | Not Available |
| Rotate-Group | Not Available | Not Available |
| Shift-Sort | Available | Available |
| Shift-Group | Available | Available |
| Staple-Sort | Stapled in 1 position. | Stapled in 1 front position. |
| | | Stapled in 1 inner position. |
| | | Stapled in 2 center position. |
| Punch | Not Available | Available |
| Saddle -Stitch | Not Available | Available |

*2: In the Form Overlay, when the power is turned OFF with no Hard Disk Drive installed, the registered overlay original is deleted.
*3: When the Issue Number is selected in Stamping function, Non Sort, Shift-Group or Rotate-Group will be automatically changed to Sort function.

# Index

## T



## X



## Y



## Z

## Memo

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